



Christleton High School

PROCEDURE TO BE USED IN THE EVENT OF EXTREME WEATHER CONDITIONS OR OTHER EMERGENCY

We are committed to minimising the disruption to the education of our students and understand that closure can inconvenience parents/carers in making alternative arrangements. Our policy is to make every effort for the school to remain open whenever possible; however, the safety of all pupils, parents and staff remains paramount.

There are, however, rare occasions when it may be necessary to close the school. These will usually be occasions when extreme weather or some other emergency means opening the school poses health and safety risks to the school community. In making this decision, the school will balance the health and safety risks of pupils and staff making hazardous journeys against the loss of a school day and the fact that bus companies may decide not to run services because of their own risk assessment.

In the unlikely event of a closure we will communicate quickly and as fully as possible with our parents, as follows:

IN THE EVENT OF EXTREME WEATHER/EMERGENCY PRIOR TO THE START OF SCHOOL DAY:-

The Head teacher will make the decision between 06:00 and 07:00 as to whether the school should remain open or needs to be closed. If the decision is made to close the school, by 07:30 (wherever possible), the school will ensure that:-

1. A closure notice will be posted in the News section of the school website as soon as possible. Parents/carers are asked to check the website when it is clear that closure is a possibility.
2. A group text/email will be sent from school to parents (via Schoolcomms).
3. An all staff email will be sent.
4. Notification will be posted on the school's Facebook and Twitter.
5. We will ask for the closure to be reported on local radio Dee 106.3 if possible.

IN THE EVENT OF EXTREME WEATHER/EMERGENCY DURING THE SCHOOL DAY

If the school is open in the morning but exceptional conditions occur during the day, we will continually assess the risks. The Headteacher may decide that early closure is necessary to safeguard the health and welfare of staff and pupils. Bus companies might trigger a partial early closure if they decide the buses must come early for health and safety reasons.

The Headteacher will make the decision whether to close the school after taking into account information/advice from:

- The Highways Department
- Bus companies
- Weather forecasting advice through the Local Authority and the MET Office

Should the decision be taken to close the school we will inform parents/carers via:-

1. A closure notice will be posted in the News section of the school website as soon as possible. Parents/carers are asked to check the website when it is clear that closure is a possibility.
2. A group text/email will be sent from school to parents (via Schoolcomms).
3. Notification will be posted on the school's Facebook and Twitter.

We understand that it may be difficult for some parents to collect their child and therefore contingency plans will be put in place to ensure that the school remains open until all students are collected.