

Emergency Closure And Adverse Weather Procedures

Notification of closures

1. Informing parents

There is going to be an announcement on the school's website (www.sjcr.net) and parents will also receive a text message on their mobiles.

2. School plans for adverse weather and other emergencies

The Headteacher will liaise with the Health & Safety Coordinator and the Premises Managers before taking a decision. If the Headteacher is not available, the acting Headteacher (one of the Deputy Headteachers in the absence of the Headteacher) may decide.

Arrangements with parents

Parents will have been advised by text message if the school will remain open and if lessons will take place.

Pupils arriving at school

The procedure for sending these pupils home will be as for closures during the day.

Staff arrangements

The Premises Manager will need to open the building. All staff members are required to make the effort and come to the School. Pupils arriving should be kept together unless numbers dictate otherwise, then into year groups and finally into form groups.

3. Closures during the day

Arrangements with parents

A text message will be sent to parents informing them of arrangements following an emergency closure and asking them to inform the school about special arrangements as below. The choices are:

- a) The pupil returns home as quickly as possible using public transport or walking.
- b) The pupil remains at the School until collected by the parents.
- c) Special permission for an alternative adult to collect the pupil (known in advance).
- d) Special permission for pupil to leave school and go to a relative or friend (known in advance).
- e) Emergency contact number for advice.

Internal arrangements

When a decision to close has been made:

- a) The school's website will be updated.
- b) All pupils will return with their Form Tutors to their form rooms.

At the agreed time pupils allowed to leave will do so. They will need to be informed to go straight home or to an agreed house. Pupils under sections b), c) and e) will need to be kept in school. Form Tutors will need to keep an accurate record of pupil departures. It is important that the whereabouts of these pupils is known, so that parents collecting them can do so quickly.

Staff

As the number of pupils decreases, staff will be given permission to leave.

Responsibilities

Overview	Headteacher
Text Messages to parents	School Liaison Officer
Website updates	ICT Systems Manager
Health & Safety	Assistant Headteacher (H&S)
Site Maintenance	Premises Managers / Premises Team
Tutor groups	Form Tutors and Heads of Year