



Name:	Unavoidable School Closure Policy
Approved by:	Governors – TLB&S Committee
Policy Created:	2014
Review:	3 years
Date updated:	February 2022
All policies are available to stakeholders either on the school website or upon request from the school office.	

PRINCIPLES

The Unavoidable School Closure Policy is committed to and guided by the following principles:

In the rare event of severe weather or other emergency, it may be necessary to close the school. These decisions are not taken lightly and are made with the health, safety and welfare of the students and staff as of paramount importance. They may be made from the perspective of physical site safety or on the basis of sufficient staff being able to reach school to ensure safe supervision of our students.

All unavoidable school closure decisions are made by the Principal, in conjunction with the leadership team, Bright Futures Educational Trust and, if necessary, the Local Authority.

POLICY

The use of this Unavoidable School Closure Policy:

Every effort will be made to keep school open at all times, but regard to staff and students' safety must take precedence.

Contingency plans will be passed on to staff, parents/carers and students via telephone (in the case of staff), the school website, email and the use of Teams.

It may be necessary to close school for a variety of reasons including:

- Severe weather including snow, flooding or storms.
- Public health advice eg during a pandemic outbreak.
- Disruption to transport, for example through petrol or diesel shortages.
- Accommodation problems, for example loss of power, heating failures or fire damage.

If an event arises that results in a decision being made to close the school, the following procedure will apply.

PROCEDURE

1.	Closure due to severe weather
1.1	The decision to close school will normally rest with the Principal or, in her absence, the next most senior member of staff. It will be confirmed with Bright Futures and, where possible, the Chair of Governors.
1.2	A decision will be made as early as possible, either the evening before or first thing in the morning. The decision will be based on information received from the media about the weather, supplemented by on the spot observation, either personally or from staff members better placed to make such observations, and through appropriate external agencies such as the Met Office.
1.3	Factors involved in reaching the decision to close the school are likely to be: <ul style="list-style-type: none">• The availability of transport to school, including which buses, if any, are running (this decision is made by the bus companies and not the school).• Whether sufficient staff will be able to get to school to supervise pupils safely.



	<ul style="list-style-type: none">• The probability of conditions worsening, making journeys to or from school very difficult.• Access to the school or condition of the school site i.e. road conditions (obstructions, snow, ice, flooding, etc.), grounds surfaces, walkways, main entrances.• Breakdown of school essential services (heating, electrical services, water, storm damage, etc.) or likely staffing levels.
1.4	The Principal or delegate will advise staff, Bright Futures and the Chair of Governors through cascaded phone calls, and advise parents/carers and students via the school website, email, Teams or through the local radio station, BBC Radio Manchester (95.1 FM). Trafford will be notified via school.closures@trafford.gov.uk .
1.5	On subsequent closure days a decision will be made by 5pm on the closure day, wherever possible.

2.	During school day closure guidance
2.1	On occasions it may be necessary for school to close during the school day e.g. if the weather is deteriorating and there is doubt as to whether students can be returned home later in the day.
2.2	Students will be informed of the need to close the school. Members of staff will brief each year group in Years 7 to 11 on the arrangements for the closure and help them make arrangements to get home. Sixth form students will be dismissed from their classes.
2.3	Students will only be allowed to leave school once they have talked to a parent/carer about arrangements for going home.
2.4	After school events such as clubs, detention, parents' evenings will be postponed.
2.5	Where adverse weather is forecast, parents should ensure that students are suitably clothed, with appropriate footwear.

3.	Staff attendance
3.1	Although it is recognised that severe weather conditions make it difficult for staff to get to and from work, unless advised to the contrary by the Principal, then the expectation is that staff will present themselves for work if at all possible. However, staff need to take responsibility for their own safety and should pay attention to local and national weather and travel advice.
3.2	Contract staff (catering and cleaning services) will be advised of any emergency requirements.

4.	Clearance of snow
4.1	Within the school site, the school is responsible for snow clearance and ensuring the clearing of approach paths is the specific responsibility of the Premises and Facilities Manager. When severe weather is forecast, the caretakers will be tasked to lay salt and grit on arrival.
4.2	The clearance of public roads is the responsibility of the Highways Department.
4.3	If there is any question of students' safety being at risk, for instance if they are let out at break time and the grounds area is unsafe, the school will act on its responsibility in inclement weather and keep the students indoors. This decision will be based on a regularly updated risk assessment.

5.	In the event of school being closed and on subsequent days
5.1	In the event of closure, messages will be:



5.2	<ul style="list-style-type: none">• Given to staff via the telephone tree• Sent to staff and students by email• Sent to parents/carers by Parentmail• Sent to staff and students via Teams• Published on the school website• Announced on the school answer phone, if possible• Published on the school Twitter account (@AGGSchool)• Broadcast on BBC Radio Manchester (95.1FM)• Placed on school entrances advising visitors, parents/carers and students that school is closed. <p>School will be appropriately staffed by teachers/associate staff to deal with any students who arrive at school unescorted until parents/carers or emergency contacts can collect them.</p>
6. 6.1	Students taking public examinations Even if school buses are not running and school is closed we will make every effort to put on special arrangements for students taking public examinations e.g. A level and GCSE examinations. If at all possible these students are asked to make private arrangements to come into school to sit the examinations as they cannot be rescheduled.
7.	We would advise parents/carers to have an action plan organised in advance if the school were to close part way through the day, in terms of who would collect them and where the student would go.
8. 8.1 8.2 8.3	Business continuity during a school closure As far as possible, staff are expected to work from home in the event of a temporary school closure. Teachers should post work for students via Teams or the Pupil Read area of Sharepoint. Students should check Teams and their emails carefully in order to access the work that has been set. They should engage in any planned live elements if they are able to do so.

Responsibility

Responsible Staff	Principal
Approving body	TLB&S