



**THE KINGSWAY
ACADEMY**

Extreme Weather Procedure
2015/2016

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1.0 Introduction

The Academy is committed to opening in all circumstances and parents, carers and pupils should assume the Academy remains open unless they hear otherwise.

However in the event of severe weather conditions (very heavy snow) the Academy considers the safety and wellbeing of its pupils and staff with the utmost importance and any decision to close the Academy will be taken after the following have been considered

- Are school buses running?
- Are there/will there be enough staff members to be able to provide a proper educational environment?
- Can the Academy provide lunch for all the pupils?
- Are the Academy grounds clear of snow/ice to be safe for access?
- Can the Academy be heated to legally required temperatures?
- Does the building have enough lighting and hot water?

The Academy will also take account of local and national weather forecasts and may base our decision to close, or remain closed during a prolonged snowy spell, on these.

2.0 Communications - closures

2.1 Snowfall overnight

If there is heavy snowfall overnight the Principal will decide whether it is safe to open the school. We will do everything possible to make the decision by 07.00am.

If the decision is to close the following decision matrix will operate and contacts/updates will be made;

- a) SPIE site staff to inform Principal of on-site situation.
- b) Principal will email/text SLT and Trust staff re closure of school (e.g. Director of Facilities, Director of IT, HR Director)
- c) Attendance Officer to send out text remotely to all staff and pupils regarding closure – wording to be agreed with the Principal
- d) Office Manager to phone Radio City and Radio Merseyside and Infrastructure Manager to change answerphone message remotely.
- e) SPIE site staff to inform bus companies
- f) Individual colleagues to inform any guests due into the Academy that day

All staff should assume that the Academy will be open as normal in all circumstances but can check the Academy website or ring the main number if they are in any doubt.

Any planned prolonged closures will be decided as early as possible and be communicated in the same way.

2.2 Snowfall during the school day

If there is heavy snow during the school day, the decision may be taken to send the pupils home. However, we will always keep the pupils in the Academy until the end of the normal day or until they are picked up, if there is a need to do so.

Parents/Carers will be notified as in 2.1.

Members of staff who live in vulnerable geographical areas will be invited to go home at the most timely and appropriate opportunity.

3.00 Communications - re-opening

The Academy will not re-open until the Academy site has clear pathways into the Academy grounds and that major routes to the Academy can be safely negotiated by buses, cars and pupils.

The Academy leadership team will communicate the re-opening of the Academy after closure using the same communication processes as in section 2.1.