

SOUTH LINCOLNSHIRE ACADEMIES TRUST (SLAT)

EMERGENCY CLOSURE PROCEDURE

Aspire - Challenge – Achieve

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EMERGENCY CLOSURE PROCEDURE

The following procedure will be used when making a decision regarding the closure of a school.

It is important to note that the default position of the school will ALWAYS be open.

The most likely reason for a school closure is owing to extreme weather (hot and cold) or loss of utilities. If there is forecasted extreme weather, the school may find it appropriate to remind parents of the Emergency Closure Procedure.

The Executive Headteacher and SLAT Operations Director will determine any partial or full closure decision. The decision will be made prior 0730hrs on the day of disruption.

Communication regarding a school closure will be done so using the following systems:

- School Website – Banner and News item.
- InTouch – Text Messaging and Email.
- School specific Social Media platforms.
- Local radio stations.

Once a decision has been made to close the school, this decision will remain in place for the whole school day. It is not practicable to change this decision once it has been made.

Any further information on matters such as home learning/working from home will be communicated to parents/students/staff via the usual communication method.

COMMUNICATION OVERVIEW

The following communication tree will be used after a decision has been made to partially/fully close the school/s.

- 1) Bus companies will inform the Operations Director which routes are currently in operation.
- 2) Executive Headteacher will inform the leadership team of the decision to close the schools.
- 3) Schools HR officer will inform the local radio stations.
- 4) Executive Headteacher will write a communication for parents, students & staff.
- 5) Operations Director will inform the marketing manager of the decision who will then send out the communication to parents, students and staff. (Text, Email, Website & Social Media).
- 6) School DSL to inform the HOS of any outstanding safeguarding concerns.
- 7) Deputy Executive Headteacher to review the school calendar for any concerns.
- 8) Deputy Executive Headteacher to activate the SLAT Home Learning Policy.
- 9) Clerk to Governors to inform all Trustees.

OTHER RELEVANT POLICIES

- *SLAT HOME LEARNING POLICY*
- *SLAT HEALTH AND SAFETY POLICY*