

# The Phoenix Collegiate



## School closure Policy (Closure due to bad weather & emergencies)

Issued by/responsible person: Head teacher	Issue No: 2	Review frequency: every 2 years
Policy number <i>(to be provided by C. Motard)</i> : NS06	Approval's date: 16/12/2019 by HT	Review Date: December 2021
Approval requirement agreed at FGB on 13/11/17: this policy needs to be approved by Head teacher		

It is our policy to remain open unless we are forced to close because there is a risk to the health, safety and welfare of staff and students. The Head teacher in consultation with the Chair of Governors is responsible for making the decision to close the school due to inclement weather conditions in the immediate locality.

### **How parents will be notified that the school will be closed**

Closure due to poor weather conditions are very rare and will be avoided where possible. In some cases, we may decide to open later than normal to allow time for the site to be made safe, this will be announced on the radio, the school website and the school Twitter account. There is no need for parents/carers to contact the school to check whether or not the school is open. **Unless announced on the radio and school website/Twitter account, the school will be open.**

### **School Closure Procedures:**

If the school is to be closed, there will be an announcement on the following radio stations to state this:

**Radio WM**

**Free Radio Birmingham (formerly BRMB)**

**Heart FM/Capital FM**

**Free Radio Black Country (formerly Beacon Radio)**

Additionally this announcement will be posted on the school website, [www.aspirebelievesucceed.com](http://www.aspirebelievesucceed.com) and the school Twitter account @PhoenixCollHQ (details will also be posted on the Local Authority website following notification by the school to the LA).

#### **a. If the school is closed BEFORE the start of school Day**

Please refer to the procedures outlined above.

#### **b. If the school closes DURING the school Day**

Should the weather turn worse during a school day, students will only be sent home if there are satisfactory arrangements for them to return safely. Should any parent/carer wish to make any alternative arrangements for their child, they should put these in writing to the Head teacher.

The school will inform West Midlands Travel and individual transport providers to ensure that adequate arrangements are in place for students to return home safely.

While we understand parental concerns, it would be helpful if parents/carers were aware of the difficulty for an office potentially responding to literally hundreds of calls. I would ask that parents/carers do not telephone the school at these times unless there is an emergency.

### **PLEASE NOTE**

**In the unlikely event that the school should need to close due to a loss of services that render the site unsafe/unsuitable for staff and students, we will follow the procedure above to inform parents and carers of the school's closure. Additionally, we will send a text message to those parents/carers who have a telephone number registered on our system.**