



Aspire Academy Trust

Emergency School Closure Procedure

The Head of School **MUST** contact Vanessa Bragg &/or H&S manager for authorisation to close the school. This could be bad weather, lack of utilities (electric/water), staff illness.

Adverse Weather - Head of School to make a judgement based on weather warnings, local knowledge, road conditions and safety of staff and pupils travelling to and from school and risk assess whether to delay opening or close.

Where it is safe to do so, you should do your utmost to keep the school open. Consider varying the school day by opening late or closing early to ensure the safety of staff and pupils, bringing classes together & reducing the amount of movement between buildings.
Discuss with your Strategic Partner

YOU MUST contact Vanessa Bragg &/or Julie Brooks for authorisation of either a late opening or closure. *(They are the only ones who can make the official decision to fully close the school.)*

Julie Brooks will contact the Trust Catering and Cleaning contractors & the appropriate Aspire Trust Teams to inform them of the decision.

Notify school staff via text and email.

Inform parents via Text message, email, Twitter, Facebook and Academy website
(Tania Williams can support where required)

Notify Cornwall Live & your local radio stations of closure.
Best practise is to also notify Cornwall Council by email schemerg@cornwall.gov.uk.
The 'Subject' of your e-mail must read: *School Name / 4-Digit DfE Number / Reason of Closure / Full or Partial*
(Lin Howard can support where required)

Ensure provision to be made for pupils who cannot be collected promptly (if during the school day) and any school animals.

Useful Links & Contact Numbers

Websites

Met Office

www.metoffice.gov.uk

Environment Agency

www.environment-agency.gov.uk

Radio Broadcasters

BBC Radio Cornwall 01872 275421

Pirate FM 01209 314400

Heart FM 01872 554400

Transport

Passenger Transport Unit

0300 1234 222

or

01872 323562