

The Langley Academy Trust

School Closure Notification Policy

Aims

To provide an outstanding education for every child in the trust through high aspirations and through the principles of quality learning using curiosity, exploration and discovery.

This policy is linked to:

- Health and safety policy
- Staff Code of Conduct

Principles

Our foremost concern is the safety of all children and staff working in each of the Academies in the Trust. Any decision to close for part or a full day is not taken lightly but will be based on this guiding principle. Normally schools close as a result of issues beyond their control such as adverse weather, a gas leak or an issue that means there is no provision of clean water or possibly hot food. Every situation will be taken on the context at the time.

The Academy term dates are published every year, at least one year in advance. Most INSET days are also published in advance but sometimes ad hoc days have to be scheduled in during the year in order to be able to respond to the national agenda and each academy will endeavor to give as much notice as possible.

If there are adverse weather conditions and one of our academies has decided to open it is important that staff do not put themselves at risk by trying to get to work. This clearly has to be an individual decision. However, each Academy would need to know as soon as possible if a member of staff cannot get to work as we can only open with an appropriate number of staff.

Should one or all of our academies need to close before the start of the school day:

- Relevant staff will liaise the night before where possible: The Executive Principal (EP), Headteacher (HT), Facilities Manager (FM), Caretakers (C) and Head's PA (HP)
- A WhatsApp group will be created for these key people. They will liaise at 5.00am that morning and each HT will make the decision once agreed with the EP. Only EP/HT or Chair of Governors can close any of our Academies.
- Appropriate person in each academy will change the message on the Academy phone informing all of closure.
- HT will inform all staff by e-mail/text and any appropriate social media platforms
- HP/HT will either inform parents themselves or inform IT team to email parents (remotely), informing them of the closure. The e-mail messages will say the following:

Parents:

'Dear Parent/Carer, we regret to inform you that due to the adverse weather conditions we have reluctantly decided to close the Academy for the day. No students/children or staff will be allowed on site. Please refer to our website for further information and updates.'

Staff:

'Colleagues, due to the adverse weather conditions, we have reluctantly decided to close the Academy to all staff and students. There is a notice on the Academy website. Please continue to look at the website intermittently for any updates.'

- EP will call Website Manager to ensure the message below is posted on the website, informing all stakeholders of the closure.

'Due to adverse weather conditions the Academy will be closed today (DATE) to all staff and students. Please check back later for an update.'

HT/HP will inform Slough Borough Council (SBC) of the closure on the 24hr line - 01753 875900 and SBC will inform the radio stations and update the SBC website. When the Academy decides to reopen, the HT will inform the LA.

Should one or all of our academies need to close during the day, some general guidelines:

- We have advised parents that given our weather forecasting service is pretty accurate, they are likely to be aware of adverse weather conditions the night before, and they should be able to plan for the event. This might involve ensuring their child has a key, perhaps advise them to walk home with a friend or older/younger sibling and to wear appropriate clothing. We will have a common sense approach to uniform on these days, in particular to footwear.

Should the Langley Academy Secondary need to close during the day:

- All staff will receive an email informing them and asking them to be prepared for an orderly evacuation led by Directors as we do at the end of a term. A Director will also be along to inform teachers just in case they have missed the email.
- When indicated by a Director, staff should accompany their class calmly to the usual exit, near the museum exhibitions.
- Any member of staff living in outlying areas will be able to leave once their class has been taken to the usual exit, **but must sign out** so that we know who is on site. Staff living locally will be asked to stay to help supervise any students if need be
- As agreed by parents as part of the Parent Forum meetings, the Academy is in line with other schools in the area who, in the event of such unusual circumstances, release children **without having to** inform the parents. This is now our policy. Schools do this because students and staff need to get home as quickly as possible as the weather can turn rapidly and travelling home can become extremely dangerous. In the event of closing the Academy, all the students will be told by their teacher/tutor to contact home through their mobiles or use of a friend's mobile.
- If the Academy has to be closed for a prolonged period of time then further details will be placed on the Academy website and updated as required. Students can access various sites such as mymaths, Kaboodle, moodle, reading for literacy and/or complete work on 'Show my Homework'.

Should the Langley Academy Primary need to close during the day:

- All staff will receive a message informing them of the closure, procedures will be confirmed via email.
- Parents will be contacted via E-MAIL/text service and notified to come and collect their child as a matter of urgency. The message will state the following:
Due to adverse weather conditions TLAP will be closed immediately. Please come and collect your child now via Langley Road pedestrian gate.
- CT/HT will supervise Langley Road gate to grant access to parents. Children are to be collected from the classroom in the usual manner, maintaining the collection protocols.
- Any member of staff living in outlying areas will be able to leave once cover for their class has been arranged, they **must sign out** so that we know who is on site. Staff living locally will be asked to stay to help supervise the pupils until they are collected.
- Children who are not collected promptly will be brought to the hall with their belongings. A member of staff will contact parents to determine ETA.
- If the Langley Academy Primary has to be closed for a prolonged period of time then further details will be placed on the website and updated as required.

Should Parlaunt Park Primary need to close during the day:

- All staff will receive a message informing them of the closure, procedures will be confirmed via email AND OR MESSAGE.
- Parents will be contacted via text/EMAIL service and notified to come and collect their child as a matter of urgency:
 - *Due to adverse weather conditions PPPA will be closed immediately. Please come and collect your child now via NORMAL ENTRANCES.*

- *IF THERE ARE ANY CHANGES IN THE COLLECTION, STAFF WILL BE AVAILABLE TO DIRECT YOU APPROPRIATELY.*
- Any member of staff living in outlying areas will be able to leave once cover for their class has been arranged, they **must sign out** so that we know who is on site. Staff living locally will be asked to stay to help supervise the pupils until they are collected. A member of senior staff will also stay on site.
- Children who are not collected promptly will be brought to CENTRAL AREA AND SUPPORTED BY RELEVANT STAFF. A member of staff will contact parents to determine ETA. CHILDREN WILL BE PROVIDED WITH FOOD AND DRINK FROM THE SCHOOL KITCHEN AND PROCEDURES PUT IN PLACE FOR THIS WITH ACCENT.
- If Parlaunt Park Primary ACADEMY has to be closed for a prolonged period of time then further details will be

Information for staff

- Remote access to emails is via the Office365 portal: <https://mail.langleyacademy.org/owa>
- For Primary staff, remote access to emails is via the Office365 portal: <https://login.microsoftonline.com/>
- Staff can access their files from their laptops.
- If staff are expecting a visitor they should inform them the Academy is closed.
- The same procedure will repeat should the Academy be in a similar circumstance the next day.
- **Staff should take things home that they may need in case they will be working from home for a period of time.**

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