



HAGLEY CATHOLIC HIGH SCHOOL



Emergency Closure Procedure 2020/21

In the event of extreme circumstances, such as adverse weather conditions, it is possible that the school may have to close for the day. In this case a decision will be taken usually early in the morning. However occasionally, if conditions seriously deteriorate during the course of the day, a decision may be taken to close school early to ensure that students and staff get home safely.

If it is deemed necessary to close the school, the decision will be made by the Principal and information will be made available in the following ways:

If the decision is made before the start of the school day:

- the Principal will complete the Emergency School Closure Procedures on the WCC portal
- the Principal will contact SLTC and Ops team in the first instance to action subsequent communication
- a text message will be sent to all staff
- a message will be put on the school website before 6:45am
- a message will be put out via the school Twitter feed before 6:45am
- a message will be put on the school Facebook page before 6:45am
- a text message/announcement on Class Charts/the website App will be sent to all parents & carers by 7:00am
- an email will be sent to all parents & carers before 7:00am
- Transport Officer will contact the bus company to advise

In addition to this, we are part of the Worcestershire County Council alert system. This provides a variety of ways for parents to find out if the school is closed for any number of reasons including snow days, including local government websites (http://www.worcestershire.gov.uk/info/20062/schools/874/school_closures) and radio stations.

During the School Day

If the decision to close the school takes place during the school day;

- the Principal will inform SLT, and then all staff accordingly
- the Principal will liaise with the School Transport Officer to coordinate communication with the bus and rail companies as appropriate
- a text message/announcement on Class Charts/notification on the website App will be sent to all parents/carers as soon as possible advising of the need to close the school and directing parents/carers to their email and website for more details
- a detailed message of closure procedures will be placed on the school website
- a message will be put out on the school Twitter feed with a link to the website
- an announcement will be placed on the school Facebook page with a link to the website
- an email will be sent to all stakeholders

In the event of the school needing to be closed during the school then staff and students will follow the following protocol:

- **Year 7** students will assemble in the **gym** with their tutors, Head of Year and a member of SLTC (RJM)
- **Year 8** students will assemble in the **main hall** with their tutors, Head of Year and a member of SLTC (TBR)
- **Year 9** students will assemble in the **theatre** with their tutors, Head of Year and a member of SLTC (GBA)
- **Year 10** students will assemble in the **sports hall** with their tutors, Head of Year and a member of SLTC (ATR)
- **Year 11** students will assemble in the **I Block (IG1-5/IF2)** with their tutors, Head of Year and a member of SLTC (NHA)
- **6th Form** students should report to the **Study centre**

At each venue students should be sat in tutor groups in register order (In I Block Year 11 should go to their form room) and a register taken.

Process for dismissing students

In the event that the trains/buses are still running:

- All students are registered in their home venue according to the daily fire/evacuation register
- Registration is confirmed with HoY/SLTC
- Tutor escorts students taking a train to the station when directed by HoY/SLTC
- Students catching a school bus are escorted to the bus stop once the buses arrive
- Students whose parents are collecting them by car remain in their home venue
- Any student requiring collection by car will remain in their home venue until parents/carers arrive
- Any parent/carer who calls their child to make arrangements to collect their child off site must speak with the child's tutor to confirm arrangements, which are subsequently approved by the HoY/SLTC and radioed through to the Principal and Vice-Principal for dismissal
- The Principal/Vice-Principal will radio through from the gate house to the HoY/SLTC when parents arrive to collect students

In the event that the trains are not running:

- All students are registered in their home venue according to the daily fire/evacuation register
- Registration is confirmed with HoY/SLTC
- Students remain in their home venue until the Principal/Vice Principal radios through to the member of SLTC to advise that their parent/carer has arrived to take them home, at which point the student is sent to the gate house.
- Any parent/carer who calls their child to make arrangements to collect their child off site must speak with the child's tutor to confirm arrangements, which are subsequently approved by the HoY/SLTC and radioed through to the Principal and Vice-Principal for dismissal
- Students who are travelling by bus will be directed to the bus stops once the buses have arrived by the HoY/SLTC.

In the event that the buses are not running:

- All students are registered in their home venue according to the daily fire/evacuation register
- Registration is confirmed with HoY/SLTC
- Students remain in their home venue until the Principal/Vice Principal radios through to the member of SLTC to advise that their parent/carer has arrived to take them home, at which point the student is sent to the gate house.
- Any parent/carer who calls their child to make arrangements to collect their child off site must speak with the child's tutor to confirm arrangements, which are subsequently approved by the HoY/SLTC and radioed through to the Principal and Vice-Principal for dismissal
- Students who travel by train will be dismissed from their central venue once registered and directed by the HoY/SLTC.

In the event of no public transport being available:

- All students are registered in their home venue according to the daily fire/evacuation register
- Registration is confirmed with HoY/SLTC
- Students remain in their home venue until the Principal/Vice Principal radios through to the member of SLTC to advise that their parent/carer has arrived to take them home, at which point the student is sent to the gate house.
- Any parent/carer who calls their child to make arrangements to collect their child off site must speak with the child's tutor to confirm arrangements, which are subsequently approved by the HoY/SLTC and radioed through to the Principal and Vice-Principal for dismissal
- Students who typically walk home will be dismissed from the central venue once the parent/carer notification has gone.



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Adverse Weather School Day Arrangements

In addition to this there may be times when the weather conditions, although adverse, are not bad enough to close the school. On such occasions the school will operate a slightly amended day as detailed below. We will notify parents/carers of the amended school day times by:

- Sending an e-mail to the addresses of the parents/carers with parental responsibility that we currently have on our database.
- Publishing a message on the school website (<http://www.hagleyrc.worcs.sch.uk>).
- Sending a notice via the school social media accounts.
- Pushing an announcement through Class Charts.
- Pushing a notice on the school website app.

On all such occasions, the start of the school day will be at 9:00am as usual. All students should travel as normal and when they arrive in school go directly to their form rooms and not wait outside in the cold. We do expect students to wear normal school uniform but we would encourage them to wear sensible footwear appropriate for the weather even if not part of the uniform code.

To assist with the return journey, we do plan to change the school day so that we can finish at 14:55pm. During extreme weather the structure of the school day will be:

9:00 to 9:10	Registration
9:10 to 10:25	Lesson 1
10:25 to 10:40	Shortened break
10:40 to 11:55	Lesson 2
11:55 to 12:25	Shortened lunch break
12:25 to 12:30	Registration
12:30 to 13:45	Lesson 3
13:45 to 14:55	Lesson 4

This will allow the students to catch the 15:03pm service to Kidderminster or the 15:03pm service to Stourbridge.

This plan has been distributed to/can be found in:

- All staff
- All members of the MAC central team
- The staff handbook
- On the school website under "Our School/Key Information & Policies"

Amended and updated

- Dec 2020 – J Hodgson (Principal) to be review Autumn 2021
- Nov 2021 – J Hodgson (Principal) to be review Autumn 2021