



Emergency Closure Procedure

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 SLT in the first instance to action subsequent communication
- a Teams message and email will be sent to all staff
- a text message will be sent to all parents & carers by 6.45am
- a message will be put on the school Facebook/Instagram page before 7.00am
- an email will be sent to all parents & carers before 7:00am
- a message will be sent to IT for an announcement to be placed on the website by 8am
- The School Business Manager will contact the bus company to advise by 7.15am

In addition to this, as we are part of the Worcestershire County Council alert system. This provides a variety of ways for parents/carers 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 Business Manager to coordinate communication with the bus and rail companies as appropriate
- a text message 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 the website for more details
- a detailed message of closure procedures will be placed on the school website
- an email will be sent to all stakeholders

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

- **Year 7** students will assemble in the **sports hall** with their tutors, Head of Year and a member of SLT
- **Year 8** students will assemble in the **sports hall** with their tutors, Head of Year and a member of SLT
- **Year 9** students will assemble in the **gym** with their tutors, Head of Year and a member of SLT
- **Year 10** students will assemble in the **theatre** with their tutors, Head of Year and a member of SLT
- **Year 11** students will assemble in **hall** with their tutors, Head of Year and a member of SLT
- **6th Form** students should report to the **Study centre** to register before being dismissed by the Sixth Form Leadership and Pastoral Team

At each venue students should be sat in tutor groups in register order and a register taken.

Process for dismissing students

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

- ☐ All students are registered in their allocated venue using the daily fire/evacuation register.
- ☐ Registration is confirmed with HoY/SLT.
- ☐ Tutor escorts students taking a train to the station when directed by HoY/SLT.
- ☐ 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 allocated venue.
- ☐ Any student requiring collection by car will remain in their allocated 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 before they are dismissed.
- ☐ If a parent/carer contacts reception to make arrangements to collect their child, reception must message the tutor and HoY directly via Teams chat to authorise their dismissal.

In the event that the trains are not running:

- ☐ All students are registered in their allocated venue according to the daily fire/evacuation register
- ☐ Registration is confirmed with HoY/SLT
- ☐ 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 before they are dismissed.
- ☐ If a parent/carer arrives to collect their child the Principal/Vice Principal or member of the admin team will message the tutor/HoY to dismiss them to the designated pick up point.
- ☐ Students who are travelling by bus will be directed to the bus stops once the buses have arrived by the HoY/SLT.

In the event that the buses are not running:

- ☐ All students are registered in their allocated venue according to the daily fire/evacuation register
- ☐ Registration is confirmed with HoY/SLT
- ☐ 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 before they are dismissed.
- ☐ If a parent/carer arrives to collect their child the Principal/Vice Principal or member of the admin team will message the tutor/HoY to dismiss them to the designated pick up point.
- ☐ Students who travel by train will be dismissed from their central venue once registered and directed by the HoY/SLT.

In the event of no public transport being available:

- ☐ All students are registered in their allocated venue according to the daily fire/evacuation register
- ☐ Registration is confirmed with HoY/SLT
- ☐ 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 before they are dismissed.
- ☐ If a parent/carer arrives to collect their child the Principal/Vice Principal or member of the admin team will message the tutor/HoY to dismiss them to the designated pick up point.
- ☐ Students who typically walk home will be dismissed from the allocated venue once the parent/carer notification has gone.

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 may operate a slightly amended day as detailed below. We will notify parents/carers of the amended school day times by:

- Sending a text and an e-mail to the parents/carers with parental responsibility.
- Publishing a message on the school website (<http://www.hagleyrc.worcs.sch.uk>).
- Sending a notice via the school social media accounts.

On all such occasions, the start of the school day will be at 8.50am as usual. All students should travel as normal and when they arrive in school go directly to their wet weather venues 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:

8.50 to 9:05	Registration
9:05 to 10:20	Lesson 1
10:20 to 10:35	Shortened break
10:35 to 11:50	Lesson 2
11:55 to 12:30	Shortened lunch break
12:30 to 13:40	Lesson 3
13:45 to 14:55	Lesson 4

This will allow the students to catch the earlier train services.

This plan has been distributed to:

All staff

All members of the MAC central team

It can be found in:

All staff Teams>General

On the school website under "Policies"

Amended and updated

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

Nov 2021 - J Hodgson (Principal) to be review Autumn 2022

Jan 2023 - J Hodgson (Principal) to be review Autumn 2023

Jan 2024 - J Hodgson (Principal) to be review Autumn 2024

Sept 2025 - J Hodgson (Principal) to be review Autumn 2026

Sept 2026 – J Hodgson (Principal) to be reviewed Autumn 2028