



Inspiring Optimistic Learners

## Emergency Closure Procedure 2019-2020

<b>Reviewed:</b> January 2020	<b>Next review due:</b> September 2020
<b>Governing Body Committee:</b> N/A	<b>CLT contact:</b> Jeremy Plumb
<b>Policy adopted by the Full Governing Body on:</b> N/A	

## **Parents'/Carers' Guidance**

In the event of having to close the College due to bad weather, broken heating, flooding or some other unforeseen event the following procedure will apply. In the case of adverse weather conditions many staff and students do not live within walking distance of the College and if the weather does mean dangerous driving conditions then staff and students may need to stay at home. This may mean we have to close the whole College, some classes or open later. All of this information will be on local radio stations and the College website.

### **Closure outside normal College hours**

The closure will be announced as soon as possible giving parents/carers, students and staff as much time as possible to make alternative arrangements. If the decision is made on the morning of the closure, information will be available between 7.00am – 7.30am.

This information will be:

- broadcast on the radio stations: Radio Cornwall, Pirate FM, Heart FM, Radio Devon and Atlantic FM;
- displayed on the College website [www.torpoint.cornwall.sch.uk](http://www.torpoint.cornwall.sch.uk) and Facebook page.;
- conveyed on a message on the College answer machine (when possible).

If the decision is made before 8am a member of staff, where possible, will be at the College to inform parents/carers of the College's decision to close.

### **Exams**

Public timetabled exams will continue in the event of school closure and information will be published on the College website. In the event that it is deemed by an individual to be unsafe to travel to the College on a day when an exam is due to be sat, as a result of adverse weather conditions, the College is to be notified at the earliest opportunity.

### **Closure during normal College hours**

The decision to close will be made after considering a number of factors. This includes where weather conditions are becoming so severe that the safety of students and staff is being put at jeopardy, and information received from the bus and taxi companies suggests that there is an unacceptable risk to students if their transportation is delayed.

In the event of an emergency closure all students will be asked to contact parents/carers (or nominated first contact) for permission to be sent home, or to a pre-arranged safe place, before they are released.

The class teacher will inform students of the reason for the emergency closure and about the travel arrangements where buses and taxis apply. Students will be asked to relay this reason to parents/carers (or nominated first contact) via their mobile phone in the first instance.

A member of staff will confirm this with you on the student's phone and ask for your permission to release the student. This will normally be the class teacher where students are using their mobile phones. It is intended to be a brief discussion to confirm that you are happy for your child to be released from the College.

Should your child not have a mobile phone or be unable to contact you or another agreed contact, arrangements will be in place for students to use College telephones. A safe and supervised area will be available until contact is made or when suitable travel arrangements are in place. Refreshments may also be made available.

Students who cannot walk home because of distance (and where the College buses and taxis are not able to pick up) will remain at College under staff supervision until parents/carers are able to pick them up or confirm with us that they have a safe, warm place within walking distance where you are happy for them to go to. It is important to have a contingency plan in place; the College cannot take responsibility for transporting children to their homes.

With approximately 650 students to evacuate from the site, we are keen to ensure that it is done in a calm and orderly manner and that your child goes from/to a safe environment.

There is no requirement for your child to have a mobile phone as a College phone will be made available. Staff at Main Reception will telephone you or your nominated first contact where appropriate i.e. should a student need support.

No student should leave the College building without permission from a member of staff and parent/carer (or your nominated first contact).

Should your child not comply with the advice they are given all reasonable measures, short of physical restraint, will be used to persuade them to remain in College.

**Our advice is to speak with your child about this emergency closure process as soon as possible e.g. if your child relies on transport to travel home, you may wish to make alternative arrangements with grandparents or friends for example.**

**Please ensure that we have accurate and up-to-date contact details in College and where applicable that these are pre-programmed into your child's mobile phone.**

Thank you, in advance, for your support with this matter.

**College Contact details:** Website: [www.torpoint.cornwall.sch.uk](http://www.torpoint.cornwall.sch.uk)

Phone Number: 01752 812511 (Main Reception)