



SIR THOMAS BOTELER

CHURCH OF ENGLAND HIGH SCHOOL

THROUGH GOD, WE CARE

EMERGENCY CLOSURE POLICY AND PROCEDURE

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Committee: Finance, HR and Operations
Audience: Staff, Governors, Students and Parents/Carers
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This policy is available on our website or hard copies are available from the school office.



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EMERGENCY CLOSURE POLICY

Rationale

In the event of severe weather we will make every effort to keep the school open and to continue as normal. However, in certain circumstances this may not be possible: emergency procedures may have to be adopted and children will be sent home. It is wise to be prepared as we may be unable to notify parents in advance.

The reasons for such a decision may be:

- Unsafe site
- Not enough staff able to reach the school to safely look after students
- Advice from bus companies/ WBC about the withdrawal of transport

Procedures

Our main aim is to ensure the safety of all students. **Parents should discuss with their child what procedure to adopt if he or she has to be sent home.** Children should know the number to use to contact parents during the day. They should also know where to go if a parent is unlikely to be at home.

NO CHILD SHOULD LEAVE THE SCHOOL IF THEY HAVE NOWHERE TO GO OR IF A PARENT CONSIDERS IT IS UNSAFE FOR THEM TO TRAVEL HOME.

In such circumstances, parents should tell their child to remain in the school. Students who cannot return home for any reason will be supervised, generally in the Boiler Room.

Information will be given as soon as possible on local radio, social media and the school website www.boteler.org.uk will be kept updated. We will also keep the Local Authority informed about the situation.

If the closure is prolonged, teachers will use Microsoft Teams and Show My Homework/Satchel One to provide guidance to enable children to continue their learning from home.