

Academy Closure Policy and Procedure

Policy

The decision to close an academy is made by the Principal/Headteacher. In the case of severe weather conditions they have to determine whether students and staff can travel safely to and from the academy and if the site will remain safe throughout the day.

To do this a risk assessment will be conducted taking into account a range of factors including:

- State of pathways, steps and slopes around the academy
- Condition of roads and pathways in the local area
- If the academy's heating, lighting and water is working correctly
- Whether catering can be provided
- Availability of public transport and academy coaches
- Weather forecast

Academies may also need to close due to other unforeseen circumstances where there is a loss of an essential service to the academy which cannot be compensated by alternative provision such as heating failure, burst water pipe, etc.

The academy should, however, endeavour to remain open where possible. Academy contingency plans should be passed on to parents/carers, students and staff.

Staff Attendance

Although it is recognised that severe weather conditions make it difficult for staff to get to and from work, unless advised to the contrary by the Principal/Headteacher, then the expectation is that staff will present themselves for work. Consideration will be given to domestic circumstances, travel arrangements and the safety of staff. Contract and agency staff, if appropriate, also need to be advised of any emergency requirements.

Staff at The Charles Read Academy should follow the normal absence routine and contact Caroline Tudor by 7.30am.

It is recommended that a decision to close the academy is made as early as possible, in order to inform parents/carers.

Once the decision to close the academy has been taken, this needs to be communicated quickly and efficiently to the academy community ie. Governors, staff, parents/carers and students and the Principal/Headteacher or designated senior leader should also inform the Trust management team.

Academy Procedure

The academies within the Trust will follow the principles of the Trust policy. The Local Governing Body and/or the Principal as appropriate will define the detailed procedures for local implementation as described in Appendix 1.

Accountability

Academy Principals hold delegated responsibility for discharging the sound application of all Trust policies.

In accordance with the Trust's terms of reference, the Chief Executive Officer has delegated responsibility for direct line management of Academy Principals and day to day oversight of the Local Governing Body of each Academy.

Academy Principals should inform the CEO of all matters relating to serious breaches of this policy including any major incident to be addressed under this code of conduct promptly, preferably prior to action being taken insofar as is reasonably practicable.

Policy Status

This policy does not form part of any employee's contract of employment.

The Trust may alter or adapt this policy, and any components of it, at any time provided it notifies the Chairs of the Local Governing Bodies.



Appendix 1

XXX Academy

1. Contacts

	Name	Role	Tel	Email
Person responsible for contact database				
Person/s to start Phone tree	1. 2. 3.			
Person responsible for updating website				
Caretaker				
Maintenance				
Transport provider				

2. Closure Checklist

Action	Who	Completed
Decision to close		
Inform local governing body		
Inform DRET management team		
Update website		
Update academy phone message		
Inform staff – trigger phone tree		
Inform parents/carers – trigger phone tree		
Inform students/pupils as appropriate		
Maintenance contacted as appropriate		
Inform transport providers		
Update incident log with date and reasons for closure		