

Action Plan - in case of Adverse Weather/Unforeseen Event (Unavoidable School Closure)

This document provides a quick reference action plan when a decision is made to close the school due to severe weather (flood/snow) or other unforeseen events such as fire, flood or heating failure etc.

An initial assessment of the school site and conditions is made by the Headteacher and Operations Manager.

The decision to close the school is a local management decision made by the Head teacher in consultation with the Chair of Governors. Once a decision has been made, the school must notify the Local Authority.

Parents should ensure they notify school of changes to contact details to ensure effective communication.

In the event that the school is closed, or has to amend its start and finish times due to poor weather conditions the school will take the following actions –

Action

Operations Manager (JSI) Site Supervisor (MAN)

Inform:

- Headteacher
- Visitors/contractors expected at school that day
- Cleaning Supervisor to ensure that cleaning staff are notified
- Site to be cleared at the earliest opportunity.

Director of Standards (RBO)/School Manager (AMC)

1. Inform staff of closure via text/Synergy broadcast and make alternative working arrangements if possible.
2. Inform parents of closure via broadcast system in Synergy. (RBO) (AMC)
3. Remind parents and students that they will be expected to log on and access work provided via Synergy mirroring the previous remote learning offer.

School Manager (AMC)

1. Contact IT Department
2. Ensure a notice is posted on the front page of the school website - email website providers
3. Update school calendar at Lancashire County Council.

Office Manager (JBO)

1. Contact Grayway to cancel school coaches.

Business Support Manager (ZSI)

1. Contact the following radio stations to request broadcasts:
 - Wish FM
 - Key 103
 - Radio Lancashire.
 - Post notices on the Orrell and Billinge Blogs via Facebook.
2. Contact Supply Agencies to cancel supply bookings.
3. Post a notice on Synergy under staff bulletin.

We will continue to use radio announcements as we have in the past but, we have no control over how often these announcements are made, and regrettably, incorrect information has been given out in the past. It is therefore strongly advised that all parents become familiar with the school website.

Should adverse weather or unforeseen event occur once the students have arrived in school:

- Headteacher and Operations Manager to assess the situation.
- Monitor weather/conditions around school and the surrounding roads.

We will not send students home without first making sure there is somewhere safe for them to go. School will again use Synergy broadcast and/or text message service to let parents know we are closing the school and put a message on the school website.

****Remote Teaching and Learning**

- Students will be expected to access remote learning via Synergy
- Staff will be expected to provide work for students and where possible to offer live teaching to usual classes.

Exams Officer

- During exam times notify invigilators and scribes of the school closure.

Office Manager

- Contact Grayway buses to arrange collection of students ensuring safe collection and drop off where school transport is provided.