

Hove Park Exceptional Circumstance/Severe Weather Closure Procedure 2016-17

This document is intended to act as a guide to the procedures to be followed in the event of the need to close the school and when that decision needs to be made outside of normal operational opening times.

We are at that time of year when the likelihood of bad weather is increased.

Where possible, a decision would be made in the evening of the day prior to closure. This is because:

- It is helpful to parents and carers to be given advance notice so that they are able to make alternative childcare arrangements;
- The more planning and control that can be applied to an emergency procedure the safer it will be for the children;
- It is helpful for staff to be able to plan in advance, especially if they would have a particularly challenging commute;
- Giving notice the day before ensures a greater chance of clarity for all affected.

Severe weather warnings from the local authority, information from local radio weather reports and information regarding public transport will inform the process.

In addition to the options of complete closure or remaining open, there is also the option of partial closure. This could take two forms:

- Keeping one campus open for students of all ages, and all staff reporting to that campus;
- Keeping one campus open for designated year groups only and all staff reporting to that campus.

A prior decision of complete or partial closure because of weather will be communicated in the following ways:

- On the school website, Twitter feed and Facebook page;
- Via text and email to parents and carers, staff and governors;
- Local Radio Station (Heart FM).

It is possible a decision for partial or complete closure might be required early in the morning before the school opening times. In this situation, the procedures above will still apply but the school will endeavour to communicate this before 7:30 am.

If severe weather necessitates closure during normal school hours, then existing procedures will apply. The methods of communication will be the same as described above.