



Unforeseen and Emergency School Closure Policy

1 Purpose

Unforeseen circumstances which may cause the academy to close occur rarely, however, when they come they are disruptive and can cause anxiety and stress. Understandably, many parents ring the Academy, for example if snow starts falling heavily, to seek advice. This guidance sets out the Academy's response to unforeseen circumstances including adverse weather conditions, should they occur.

2 Application

2.1 Remaining open

It is our intention to remain open unless we are forced to close because there is a risk to the health and safety of staff and students. This event of Academy closure is highly unlikely and will be avoided where possible. There is no need for staff or parents to contact the school to check whether or not the school is open. It should always be assumed that we are open.

2.2 Academy closure before the school day

Decisions about closing the Academy are always difficult to make. We need to gather reliable information before making a judgement. In making this decision we will gather information from a variety of sources including checking weather reports (if relevant to the decision), getting advice from the Local Authority Transport team and taxi companies, and assessing what is happening elsewhere in the area. Some taxis may not be available and some local bus routes may also be affected. Operators have to decide whether running vehicles on particular routes in snow and ice for example is too high a risk. Drivers are rarely available at times other than scheduled school runs. That is why schools often take their lead from the transport companies when deciding what to do.

The decision to close or partially close the Academy will be made in the morning by 7.30 am, by the Principal in consultation with site staff. If we are closed, there will be an announcement on:

- The following radio stations, in cases of closure due to snow:
 - Radio Cambridgeshire 95.7 FM [Radio Cambridgeshire - Listen Live - BBC Sounds](#)
 - Heart (Peterborough) 102.7 FM [Heart Peterborough Radio - turn up the feel good!](#)
- The Academy website will be updated immediately. If there is no message to the contrary, we are open as normal. [Nenegate School homepage](#)
- The Peterborough City Council website also operates a complete list of schools closures, due to snow, which can be checked: [School closures - Peterborough City Council](#)

Parents who work are urged to always have a contingency plan for their children which covers an event such as a school closure so that they are assured that the children will be in a safe environment should normal arrangements be curtailed. Parents are reminded that closure could happen at any time and is not always weather - related.

2.3 Academy closure part way through the school day

If unforeseen circumstances, such as heavy snow, occur during the day there are three possible decisions to be made by the Principal:

- Keep the Academy open
- Send children and staff home early



- Students will only be sent home when the taxi companies inform us that they have decided to leave early or can accommodate a request to leave early. Should parents wish to check whether their child's taxi is leaving early, they should contact the Local Authority transport team.
- No other students will be allowed to leave school early unless a parent directly requests this.
- No pupil will leave the school site until parents have been informed and confirmed that a child can access their home safely. If a Local Authority taxi leaves early and parents do not agree for the child to depart, then the parent / carer will be responsible for collecting the child from school.

- Close Academy the next day (staff to attend if possible).

This decision will be based on the risks involved to students in travelling to and from home and the probability of large numbers of staff and students not being able to reach Academy the next day. We will use the procedures above to announce such an event. Where possible, students will be given a letter containing the necessary information. Radio stations and the Academy website will be updated as necessary. We will provide running updates via social media as far as is practicable.

3 Students sitting a formal examination

3.1 Students sitting a formal examination on a day when the Academy is forced to close must contact the main reception number 01733 349438 by 8.30am to be given further instructions as to what course of action has been decided.

3.2 In the majority of cases if a student is able to get into the Academy, safely, even if it is closed to other students, they should do so, and the examination will take place as scheduled. If a student is unable to attend, the Academy will report the matter to the relevant Examination Board who will decide on the future action to be taken.

Policy Owner	Head Teacher
Policy Approved by	Academy Council
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