

# HAVEN HOGH TECHNOLOGY COLLEGE

## SCHOOL CLOSURE PROTOCOL

### Introduction

Schools should be open for 190 days, divided into 380 sessions with a break in each day. Where a school is prevented from opening it should make up lost sessions where that is practical. This is the advice from the DCSF.

There are certain times when the college may need to close, for instance in the event of:

- Flood
- No heating in the winter
- No water
- Adverse weather conditions

Thankfully these situations are very rare.

### Aim

- It is the aim of Haven High to keep the college open unless it is absolutely necessary to close.
- If the college has to partially close, (for example heat available in only part of the school), priority will be for year 10 and 11 students to be in and have as normal a timetable as possible
- In the event of the college being closed for students and staff, parents will be informed as soon as is practicable and staff who live some distance away will be contacted personally

### Arrangements

- a) Adverse weather conditions

The Executive Headteacher will make the decision to close before 7am and contact the radio stations and the LA. This decision could be for:

- Full closure for staff and students
- Partial closure – certain year groups in and staff to make all possible arrangements to attend
- Closure for all students but staff to make all possible arrangements to attend

- b) Heating problems

The site manager would normally be aware of heating problems on opening the college. If he is unable to correct the situation, he will inform the administration manager who will contact the Executive Headteacher.

Staff should attend, as emergency heaters can be installed in some rooms so that staff can work. Radio stations will be informed that students should not attend and staff will patrol the gates to inform students.

c) No water

This is a health & Safety issue and therefore the college will be closed for staff and students

d) Problems occurring during the school day

A problem could occur during the school day, such as sudden heavy snow. Students will remain in college until the normal end of the day. Emergency procedures will be put in place to allow those staff who live some distance away to leave early. These arrangements are updated annually.

If the college has to remain closed for more than one day, the Executive Headteacher may consider opening the college on one or more of the occasional days.