

HAVEN HIGH 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
- EXTREME** 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. If it is not possible to heat enough rooms for all staff, then some may be asked to take work to our federated primary schools.

Arrangements

a) Adverse weather conditions

Haven High will **not normally close** because of adverse weather conditions. Staff should make every effort to get into college where it is safe to do so, even if they may arrive later than the start of the school day. Parents may choose not to send their child into school because of safety concerns. These students will have an authorised absence. Arrangements will be made to put classes together where possible, to enable those staff that have arrived on time to cover the classes. These arrangements may change as more staff arrive.

In **extreme** adverse conditions, the Executive Headteacher may make a decision to close the school. This could be:

- Full closure for staff and students – if for example the snow is blocking access to the college.
- 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 **students**. However, staff should attend college as normal as there will be enough water in the reservoir tank to serve some facilities. This gives an opportunity for marking and lesson preparation. Staff may also be asked to take their work to an area in one of our federated primary schools.

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.

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