

**PENRYN COLLEGE**

**School Closure Procedure for Parents Information**

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**Responsible SLT member:** DBDO

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## **PROCEDURE FOR CLOSURE OF PENRYN COLLEGE IN THE EVENT OF SEVERE WEATHER OR OTHER EMERGENCY**

1. Penryn College may require to close in the event of severe weather or other crisis such as a sustained fire emergency. The school has a comprehensive internal policy for the actions to be taken in the event of a fire or other emergency and this procedure is directly linked to that policy in highlighting what parents and carers can expect from the College in the unlikely event of an occurrence.
2. There are 5 occasions when the school may decide to close or not open at all:
  - a. A severe weather forecast of Amber or worse.
  - b. An event occurs in the morning before school starts that necessitates the school's closure that day.
  - c. An event occurs during the school day that necessitates the school's closure.
  - d. An event is forecast to occur the next day which necessitates closing the school before the event happens.
  - e. An event has happened which necessitates opening the school late on a particular day.
3. The key to the success of our emergency planning is communication with parents and other agencies and this documents sets out what you can expect from us in the event of any of the above occurring.
4. In the event of inclement weather, the following will **always** apply:

**Any Amber forecast for snow may mean school closure which will be confirmed on the schools website at 6pm the evening before the closure day.**

**Any Yellow forecast for snow will be treated on a case by case basis and may result in the school being closed before any snow actually falls.**

Although this may mean no snowfall in Penryn itself, we have to be conscious of the outlying areas where snow can fall very quickly and make local roads extremely treacherous. This is equally as important for our staff, many of whom travel considerable distance: we have to ensure we have sufficient staff on site to provide proper and supervision to all students and this may not be possible if areas of Cornwall are affected by snowfall.

5. **AN EVENT OCCURS IN THE MORNING BEFORE SCHOOL STARTS THAT NECESSITATES THE SCHOOL'S CLOSURE THAT DAY.**

- a. The school makes the decision not to open based on an event.
- b. The school informs the Local Authority.
- c. The information will be transmitted by BBC Radio Cornwall, Pirate FM and Heart FM
- d. The school will put a pop-up on the school website.
- e. The school will email and text all parents.
- f. The school will post on all social media sites.
- g. A sign will be displayed on the school gates and the gates will remain closed.
- h. Local primary schools will be informed.
- i. The school buses will be cancelled.
- j. Taxis provided to some students will also be cancelled.
- k. Parents should keep their children at home until they are made aware that it is safe for them to attend school.

6. **AN EVENT OCCURS DURING THE SCHOOL DAY THAT NECESSITATES THE SCHOOL'S CLOSURE.**

- a. If we announce School Closure, it does not mean your child is immediately free to leave the school site.
- b. The school makes the decision to close based on an event and the ability to satisfy the Go/NoGo List.
- c. The school informs the Local Authority.
- d. The information will be transmitted by BBC Radio Cornwall, Pirate FM and Heart FM.
- e. The school will put a pop-up on the school website about the occurrence and what to do.
- f. The school will email and text all parents about the occurrence and what to do.
- g. The school will post on all social media sites about the occurrence and what to do.
- h. The school will gather all the students in a safe place within the main body of the school if it safe to do so, or on the sports pitches or indoor sports area if the school is affected.
- i. The school will contact the bus and taxi companies to arrange for them to attend.
- j. You are free to come to school to collect your child in accordance with the website/text/email/social media. **It is very important that you follow these instructions as it may not be safe to come to the school in certain situations such as a fire.**
- k. Where it is safe to come to the school, the front door will be closed – all parents should make their way to the canteen via the side entrance accessed at the end of the bus bay.
- l. Where it is not safe to come to school an alternative pick-up rendezvous will be provided in the school's messages. This is likely to be an adjoining street or industrial estate close to the school.
- m. Parents will be greeted by a member of staff.
- n. A member of staff will collect your child and bring them to you.
- o. You can authorise us to let your child leave our care if you cannot attend. This can be to either walk home or be transported home by someone else. To do this you must text your child telling them that they can make their own way home or that they are to travel

with a named person. Your child then shows that text to a member of staff who will record the detail and 'sign' them out of school.

- p. Children who normally travel to school via a school bus or taxi service will be allowed to leave once their transport arrives.
- q. The school has no control over public buses and so cannot guarantee their attendance at school. Parents may wish to consider alternative solutions.
- r. No child will be allowed to leave unless as indicated above. No child will be forced to leave the school. Staff will remain on site until all children have been collected regardless of time.

**7. AN EVENT IS FORECAST TO OCCUR THE NEXT DAY WHICH NECESSITATES CLOSING THE SCHOOL BEFORE THE EVENT HAPPENS.**

- a. The school makes the decision not to open based on the forecast event.
- b. The school informs the Local Authority.
- c. The information will be transmitted by BBC Radio Cornwall, Pirate FM and Heart FM
- d. The school will put a pop-up on the school website.
- e. The school will email and text all parents.
- f. The school will post on all social media sites.
- g. Local primary schools will be informed.
- h. The school buses will be cancelled.
- i. Taxis provided to some students will also be cancelled.
- j. Parents should keep their children at home until they are made aware that it is safe for them to attend school.

**8. AN EVENT HAS HAPPENED WHICH NECESSITATES OPENING THE SCHOOL LATE ON A PARTICULAR DAY.**

- a. The school makes the decision to open late.
- b. The school informs the Local Authority.
- c. The information will be transmitted by BBC Radio Cornwall, Pirate FM and Heart FM
- d. The school will put a pop-up on the school website stating what time the school is opening.
- e. The school will email and text all parents stating what time the school is opening.
- f. The school will post on all social media sites stating what time the school is opening.
- g. Local primary schools will be informed.
- h. The school buses will be delayed to collect the students for the new opening time.
- i. Taxis provided to some students will also be delayed.