

PENRYN COLLEGE

School Closure Procedure for all Staff - Coronavirus

Last Review Date: March 2020

Responsible SLT member: DBDO

Published: Virtual School, Website

To be reviewed: Ongoing

PROCEDURE FOR CLOSURE OF PENRYN COLLEGE IN THE EVENT OF CORONAVIRUS – STAFF REQUIREMENTS

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

All members of the School COBRA will be asked to congregate in school as quickly as possible.

Members of COBRA will inform staff that the school will not be open. This will be as follows:

- COBRA with the Heads of Department.
- DBDO rings each Support Staff Line Manager (SSLM)
- Each HOD and SSLM rings the members of their department/team to inform them not to attend school

COBRA will decide on the following points:

- a. Staff will be informed.
- b. The information will be transmitted by BBC Radio Cornwall, Pirate FM and Heart FM
- c. The Press & Media Officer will put a pop-up on the school website.
- d. The school will email and text all parents.
- e. The Press & Media Officer will post on all social media sites.
- f. Premises Manager informs Caterlink and cleaners.
- 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.

2. IF THE CORONAVIRUS NECESSITATES THE SCHOOL'S CLOSURE WHEN THE SCHOOL IS OPEN.

All staff will be asked to remain in the school until the children have been sent home. The Headteacher will make a decision on which members of staff can be allowed to leave early if possible.

- a. If the Headteacher decides to close the school it does not mean students are immediately free to leave the school site.
- b. The DBDO will make the announcement on the school tannoy system every minute for 5 minutes.
- c. Teaching staff will be expected to keep their classes in their classroom until they are told differently.
- d. The information will be transmitted by BBC Radio Cornwall, Pirate FM and Heart FM.
- e. The Press & Media Officer will put a pop-up on the school website about the occurrence and what to do.
- f. Student Services will email and text all parents about the occurrence and what to do.
- g. The Press & Media Officer will post on all social media sites about the occurrence and what to do.
- h. The school will contact the bus and taxi companies to arrange for them to attend.

- i. Staff will have allocated roles based as follows:
 - i. COBRA to meet in the SLT conference room.
 - ii. SLT to lead nominated areas. Headteacher muster in foyer area.
 - iii. JEL to lead Transport elements.
 - iv. Staff at front of school to direct parents to the canteen.
 - v. Staff in Canteen to collect children.
 - vi. Allocated Support Staff to report to the Front Office.
 - vii. Nominated staff who can support individual student in interview rooms behind reception.
- j. Parents are free to come to school to collect their children in accordance with the website/text/email/social media.
- k. The school front door will be closed – all parents will be directed to the canteen via the side entrance accessed at the end of the bus bay.
- l. Parents will be greeted in the canteen by the nominated staff.
- m. That member of staff collects the child from their class and takes them to the canteen via the sign out desk.
- n. A student can be authorised to leave our care if their parent/carer cannot attend. This can be to either walk home or be transported home by someone else. To do this the child must show their Tutor/nominated staff a text telling them that they can make their own way home or that they are to travel with a named person. The tutor/nominated staff then takes the child to sign out and escorts them to the canteen exit.
- o. Children who normally travel to school via a school bus will be moved to the Creative Arts department to sit with other students who get the same bus. They will be allowed to leave once their bus has arrived. JEL will be responsible for this.
- p. For those who get a taxi service, they will allowed to leave once their transport arrives.
- q. 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.

Coronavirus Teams

SLT – Paul Walker

Schouten	Tamsin	COBRA
Lushington	James	COBRA
Harvey	John	COBRA
Cunningham	Dave	COBRA
Wilkinson	Sasha	COBRA
Weeks	Shane	COBRA
McGee Harrison	Ally	COBRA
Cocks	Alex	COBRA
Binney	Jo	COBRA

Transport – James Lushington – Team to meet in CA4

Second – Ann Murray – Bus Loading List with tutor groups

Charles	Tracy
Cooke	Tyler
Murray	Ann
Parkes	James
Widdon	Tamsen
Phillips	Sam
Pell	Steve

Premises – Alex Cocks

Second – John Evans

Evans	John
Koutoulakis	Nikolaos
Webber	Gary
Gerrard	Ian
Crawford	Robin

Front of School/Outside – Beth Laing – Meet by the front entrance

Second – Alex/Sarah Childs

Kruse	Alison
Pyatt	Jane
Weeks	Shane
Ash	Jake
Childs	Alex
Childs	Sarah
Ede	Tony
Williams	Emmie

Canteen – Dave Cunningham/Sasha Wilkinson – meet in the canteen

Second – Kate Blackburn

Binny	Jo
Bennett	Ashleigh
Hamilton	Sharon
Rowe	Ian
Siuda	Hannah
Stambridge	Jo
Whittall	Jane
Smith	Sarah
Lugg	Daniel
Lambert	Jeremy
Ward	Laine
Whitbread-Jordan	Mark
Pedley	Sarah-Jane
Battle	Nicola
Gay	Sarah
Heard	Mary
Mills	Danila
Robbins	Tamsen
Payne	Janna
Albert	Claire
Ball	Emma
Lau-Johanning	Ming
Phipps	Georgie
Sullivan	Ellie

Front Office – Sasha Wilkinson/Sammie Burley – meet in the front office

Second – Gemma Ohly

Angove	Joseph	Media Updates
Burley	Sammie	Phone
Walters	Libby	Phone
Mifsud	Astrid	Phone
Emes	Jo	Phone
Francis	Christine	Phone
Ohly	Gemma	Phone
Cooper	Vicky	Phone
Guimaraes	Ceri	Print Fire Register – 2 copies needed/Phone
Salmon	Laura	Print Fire Register – 2 copies needed/Phone
Jose	Jodie	Phone
McGee-Harrison	Allison	Phone

Runners – for front office – Gemma Ohly – meet in the front office

Edgson	Liza
Gooch	Iona
Sanders	Louisa
Brown	Nicola
Kaack	Carey
Bissett	Julia
Snowdon	Kim

Staff who can support individual students – Stacy Marsh

Second – Fiona Williams

Edson	Linsey
Watts	Donna
Wright	Yolande
Marsh	Stacy
Sutcliffe	Diana
Jermyn	Sophie
Williams	Fiona