



Emergency Closure Policy Non Statutory

Approved	February 2018		
Review Date	February 2020		
Signed (Headteacher)		Name	
Signed (Chair of Local Governing Body)		Name	
Governing Committee ratifying: Full Governing Body			

Rationale

Burnley High School will always endeavour to stay open. However there may be rare occasions when the school has to close at short notice for the health and safety considerations of all students and staff, conditions of the school site and other emergencies. Any decision to close the school as a result of severe weather will be taken in the light of local conditions, an assessment of risk and direct guidance from the local authority.

Policy procedure Closure before the start of the school day

- A decision to close the school will generally be made by 7.30am
- If Burnley High School has to be closed, a message will be broadcast on 2BR Radio Station
- Messages will be sent to staff via text
- Messages will be sent by 'school comms' to parents
- Information will be placed on the schools website (www.burnleyhighschool.co.uk)
- Any student arriving at the school unaware of the closure will be met by a member of staff who will assist in making arrangements for the student to get home

School closure during the day

- Following registration of all students within the school, students will be informed of the closure and will be asked to contact parents using their mobile phones. Students who need help contacting parents will be directed to the main reception
- Parents / carers will be notified of the closure by 'School comms'
- Students who travel on a school bus will be notified of any possible changes to their route and will be directed to depart on the correct bus if available
- Students who normally walk home will be requested to do so
- Students who are normally collected from the school will be allowed to leave with an adult designated with that responsibility, via the main reception
- The school will remain open and staffed by an adult until the last student is able to leave

Annual Letter to parents

Dear Parent/Carer,

Please find attached a copy of our 'Emergency Closure Procedures'. On rare occasions it may be necessary for Burnley High School to close at short notice due to adverse weather conditions or safe operation of the site such as heating, electricity or water supply. However, please be assured that we will always endeavour to open as long as student safety is not being put at risk.

In addition to notification of a school closure via local radio stations and 'School Comms', parents are able to find information by accessing the school website (www.burnleyhighschool.co.uk), our social media (as per the bottom of this letter), or by contacting the school by telephone (01282 704300). Following a closure, messages will be updated by 7.30 a.m. on the following day.

If we find it necessary to close the school during the day, then we will inform students and they will be asked to contact parents / carers to discuss arrangements. Please ensure that Burnley High School and your son / daughter have up-to-date emergency contact details including phone number, address and email address.

We believe that it is important for our parents/carers to remember that you as the carer know what is best for your child. If you believe your child would be safer at home in poor weather conditions, your child's absence will be marked appropriately. In this instance, please follow the usual procedure of contacting the absence line. In addition, if you are uncomfortable with rapidly deteriorating weather conditions during a school day, we would support your choice of action upon that belief. Please communicate with Burnley High School and make the necessary arrangements to pick up your child.

Please assume that Burnley High School is open unless notified to the contrary.

Yours faithfully,

Miss V Povey

Headteacher

<https://www.facebook.com/Burnleyhighschool/>

https://twitter.com/Burnley_High

Flow chart of responsibilities

Procedure for closure of Burnley High School before the start of the day

Process	Person Responsible
<ul style="list-style-type: none"> A decision to close the school will generally be made by 7.30am 	Head teacher or the most senior person on site from the senior team
<ul style="list-style-type: none"> Contact 2BR Radio using secure password 	Headteacher
<ul style="list-style-type: none"> Text messages sent to staff mobiles 	Headteacher's PA
<ul style="list-style-type: none"> Closure information put on schools website and social media 	IT Department/Headteacher's PA
<ul style="list-style-type: none"> Messages sent to parents via school comms 	Headteacher's PA
<ul style="list-style-type: none"> Member of staff to stay at school in case of students arriving who had not received the messages 	Site Supervisor/senior member of staff/Headteacher's PA

Procedure for closure of Burnley High School during the school day

Process	Person Responsible
<ul style="list-style-type: none"> Distribution of paper copies of registers to all form rooms 	Head and Assistant Head of Pastoral Form Tutors
<ul style="list-style-type: none"> Parents to be informed of the school closure 	Headteacher's PA
<ul style="list-style-type: none"> Notice placed on schools website and social media 	IT Department/Headteacher's PA
<ul style="list-style-type: none"> All students to return to form rooms with tutor to register Students given permission to contact their parents using their mobile devices If consent to walk home is given verbally, this must be given to the form tutor Teachers to keep up to date record of students leaving the form room including the method of transport being used 	Form Tutors
<ul style="list-style-type: none"> All form tutors to keep emails open so they can receive updates Students with permission to walk home are dismissed Students to leave via the main entrance 	Form Tutors
<ul style="list-style-type: none"> Students to be invited to Hall when manageable numbers remain in the school 	SLT/Head and Assistant Head of Pastoral
<ul style="list-style-type: none"> School to remain open until all students have been collected 	SLT/Head and Assistant Head of Pastoral