

## 1 Introduction

- 1.1 Every attempt is made to ensure continuity of education, but there may be extreme conditions when it is not possible to open the school for safety reasons. Alternatively, there may be circumstances where deteriorating weather conditions force a decision to close the School early. In such circumstances the following procedures will be followed.

## 2 Forecasts of Extreme Weather

- 2.1 If extreme weather conditions are forecast that may lead to road closures and transport disruption, staff and students will be put onto "weather alert" footing. This will involve informing them of the steps that will be taken in the event of a closure being unavoidable. In such circumstances, staff and students will be made aware of the methods of communication that will be used to confirm a closure before the start of a school day.

## 3 Closure before the start of School day

- 3.1 A decision to close Darton High School (DHS) will, where possible, be made before 6.30 a.m. The closure decision will be made by the Headteacher based on the most up-to-date information available on local road and weather conditions, transport and traffic delays, weather forecasts and consultation with the Premises staff and SBM.

Full details of the procedure are shown on the DHS School Closure Flowchart 2009/2010 as revised from time to time.

- 3.2 If the School is to be closed, local radio stations will be informed and will broadcast information about the closure. Closure messages to the radio stations require an authentication code that is changed annually.
- 3.3 Radio stations broadcasting information about the closure of the School will be:

### Station & Frequency

<b>Dearne FM</b>	<b>102 &amp; 97.1 MHz</b>
<b>BBC Radio Sheffield</b>	<b>88.6 &amp; 94.7 MHz &amp; DAB</b>
<b>Hallam FM</b>	<b>103.4, 102.9, 97.4 MHz &amp; DAB</b>

- 3.4 Informing the local radios ensures that the School will be listed as closed on their websites and thus provide an additional source of information.
- 3.5 Early notice should be sufficient for School transport to be cancelled for the day of the closure. A direct telephone call to the bus companies will be made by the SBM as soon as possible after the closure decision is made.

- 3.6 The school Website Manager will be informed of the closure decision immediately, and will ensure that closure information is immediately uploaded onto the School's homepage [www.dartonhigh.org](http://www.dartonhigh.org), which does not need a log-in password for access.
- 3.7 The SBM will contact the Kitchen Manager to allow staff to be informed and for deliveries to be postponed.
- 3.8 The school telephone answering service message will be amended remotely, by the First Deputy Headteacher, to inform callers of the closure.
- 3.9 Staff will be informed according to a "communications tree" with line managers having responsibility for informing their staff about the closure.

#### **4 Closure during the School day**

- 4.1 Any decision about an early closure be made by the HT in consultation with the SLT and Premises staff. Such a decision will be based on discussions with bus companies and after reference to local traffic and weather reports.
- 4.2 Students will be called into their form period groups to start the closure process and be notified of the closure time.
- 4.3 Students that have authorisation from parents/carers to make their own way home will be allowed to leave the school. Students without authorisation to leave before contact is made with parents/carers will remain in their form classroom. When contact has been made they will be sent to reception to await collection as arranged with their parents/carers.
- 4.4 Darton School will remain open and staffed until the last students are able to leave the site.

#### **5 Disruption during examination season**

- 5.1 Should the closure be necessary when students are sitting, or due to sit examinations, every step possible will be taken to safeguard the integrity of the examination.
- 5.2 Contact will be made with the relevant examination boards to negotiate an amended start or finish time as appropriate.
- 5.3 In the event of imminent extreme weather conditions, which may prevent Examinations Office staff attending School, access to examination papers will be safeguarded by identifying a locally-based colleague as emergency key-holder of the examination store.
- 5.4 Radio and Website messages will stress that, where safe and practicable, students sitting examinations should make every attempt to get into School, and negotiations with transport companies will stress the importance of such students having every opportunity to reach Darton.
- 5.5 Staff local to the School will be asked take responsibility for the administration of the examinations.

5.6 After the end of the examination session, the procedure would be as for an early closure.

## 6 Reopening after an emergency closure

6.1 A decision to re-open DHS after a forced emergency closure will be made, where possible, before 6.30 a.m. Such a decision will be based on the most up-to-date information available on local weather and road conditions, transport and traffic delays and weather forecasts for the immediate future.

6.2 Radio stations will not announce re-openings; therefore, staff and students should understand that unless the School is listed as being closed it is likely to be open as normal.

6.3 The school Website Manager will be informed of the re-open decision immediately and will amend the website homepage information accordingly.

6.4 The SBM will inform bus companies of the re-open decision to ensure reinstatement of School transport.

6.5 As soon as a member of the Reception Team arrives in School, the answering service standard message will be restored, so that callers will know that the School is open.