



School Closure due to Severe Weather

Closing the school has a clear impact on children and families. When considering whether to close your school please check your own school's Emergency Plan and Guidance. (This document has previously been issued by David Thompson - a copy is attached – see pages 6-11).

Consider if it is possible to remain open, even if for reduced year groups and assess the risks (risk assessment attached). If some of your teachers can't get to work, you should be flexible, for example by:

- bringing together groups and classes with teachers and support staff working together;
- using other school staff or appropriate volunteers to provide cover supervision or oversee alternative activities;
- re-arranging the curriculum.

It may also be possible, in some instances, for schools to agree between them that staff who cannot get to their own school should report to a more local school within the Trust and help at that school cover staff shortages. This may only be feasible where there is the possibility of arrangements being made in advance and set out in contingency plans.

It should be noted that schools must by law meet for 380 half-day sessions (190) in each year so you will be expected to make up any lost days.

Who to notify

Chair of Governors to confirm your recommendation to close the school ☐

Derby Schools Radio Derby via their website: radio.derby@bbc.co.uk ☐

Nottingham Schools Radio Nottingham via their website NG Alerts: www.ngalerts.co.uk ☐

(please note they will not accept notifications via telephone).

Parents/Carers - by your usual school methods (group/group/text; class dojo; website – please include the reason for closure, how they can receive updates; how long you anticipate being closed. You may request that they do not phone the school (to avoid blocking up the phone system) and remember to thank them for their co-operation. Keep your website updated. ☐

Staff – all staff should make all reasonable efforts to attend work. It is appropriate for staff to attend work even when children are not in school. When not able to attend consider what other things could they be doing – planning or CPD (SSS modules for example). ☐

Transform Trust Claire Smith on : 07306 333620 claire.smith@transformtrust.co.uk or ☐

Steve Cox at steve.cox@transformtrust.co.uk

Or any member of the Trust's Executive Team



Closing school early

During severe weather some parents and staff may get anxious and want to get their children/themselves home straightaway. Factors such as re-organising childcare, time off work to collect children and ensuring there is someone home to let those children in (who are allowed to go home on their own) should all be considered and arrangements put in place for those who cannot be collected or those nearest to the area of concern. Those staff who live furthest away will be allowed to leave at the earliest opportunity. A skeleton staff should remain in school until all the children have been collected. Please remember to inform both your Chair of Governors and the Trust if you are to close early.

Please note: Traffic organisations that recommend only **essential travel**, in the DfE's view, **essential travel** includes pupils going to school to keep learning, and school staff going to work.

School attendance statistics – a reminder

Where children are unable to get to school due to severe weather conditions, you can mark them in the register using absence code 'Y'. This means that their absence won't affect your school's attendance figures.

However, if you believe that a child could have got to school, their absence should be recorded as unauthorised using code 'O'.

Reception and other infant classes (children aged 5, 6 or 7) should normally be groups of 30 or fewer, but having more than 30 in one class due to temporary exceptional circumstances is not a reason to close the school or the class.

Transform Trust, November 2019

Attachments:

1. Emergency Plan and Guidance – example
2. Risk Assessment – blank
3. Driving in Severe Weather