



QUEENSMEAD PRIMARY ACADEMY

Bad Weather & Emergency Closure Procedure

Parents

EMERGENCY PROCEDURES FOR SEVERE WEATHER CONDITIONS

HEAVY OVERNIGHT SNOW CONDITIONS IN THE LOCALITY

FAILURE OF HEATING OR SANITARY SYSTEMS

ANY OTHER SERIOUS ISSUE THAT PREVENTS THE ACADEMY FROM OPENING SAFELY

Should conditions around the academy be a cause for concern in the morning, the Principal will telephone BBC Radio Leicester and Capital FM as soon as possible to state the academy will be closed. Information will also appear on the academy website on the home page at www.queensmeadacademy.org stating the nature of the closure. A Groupcall message will be sent to all parents and a board/notice placed outside the academy where possible.

DAYTIME SNOW CONDITIONS AFFECTING THE LOCALITY

FAILURE OF HEATING OR SANITARY SYSTEMS

FIRE AND FLOOD

Should children need to leave the academy early in the day due to worsening conditions or a failure of heating/sanitary systems or for any reason that would prevent the Academy from remaining open, a message will go out on Groupcall, Capital FM and BBC Radio Leicester asking parents to collect their children from the academy immediately.

Emergency Supervision

Supervision will be available for the children for as long as necessary at the end of the sessions. It is preferable that should parents be collecting children during a closure through the day that they DO NOT call the school as this will jam the telephone lines.

Staff

In the case of very bad/severe weather the decision to close the academy lies with the Principal (or Deputy Principal in the Principal's absence). Staff are contacted through Groupcall. Staff are requested to contact the Principal if they think they are unable to get into the academy on days when the school has been deemed safe to open.

In the event of deteriorating weather conditions during the day, the Principal will make the decision on sending staff home early, if possible, if they live a considerable distance from the academy or in a less accessible and remote location in poor weather.