



QUEENSMEAD PRIMARY ACADEMY

Bad Weather & Emergency Closure Procedure

This procedure is to be put in place during:

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 prior to opening for the morning session, 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

ANY OTHER SERIOUS ISSUE THAT PREVENTS THE ACADEMY FROM REMAINING OPEN

Should children need to leave the academy at any point before the scheduled end of the school day, a message will go out on Groupcall, 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.



QUEENSMEAD PRIMARY ACADEMY

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.