

## **Hope Academy Adverse Weather Procedures**

### **Closure Procedures**

In the event of adverse weather, the following steps will be undertaken:

1. The Premises Manager and Principal will visit the Academy site. Following an assessment, a recommendation will be made on whether the Academy should close;
2. The decision to close the school will be made by the Principal (Chair of Governors and CEO to be informed) at the earliest opportunity;
3. The Principal / Premises manager will initiate the chain of command covering:
  - Arrange for a notification to be placed on the Academy's website, Twitter and Facebook;
  - Inform parents via Class Charts;
  - Inform staff via texting service;
  - Inform School Transport;
  - Inform the LA of the closure
4. The Premises Manager will:
  - Contact all members of the Site team;
  - Liaise with LA Property Services;
  - Liaise with LA Cleaning Services;
  - Liaise with external users of facilities;
  - Arrange the assistance of the local farmer if needed;
  - Clear main drives and spread rock salt;
  - Clear pathways between buildings and spread rock salt;
  - Inspect school services/buildings (burst pipes, boilers etc).
5. Remote Learning will be available for students. Details will be provided through Class Charts

Decisions to re-open the school will be made by 3pm each day following daily site inspections by the Premises Manager and Principal. If a decision is made that the school remains closed, updates will be provided on the Academy's answering service, website, Class Charts, by text (staff), Facebook & Twitter.

## Flow Chart of Procedures

Principal & Premises Manager to assess site and make decision



Principal to inform Chair of Governors and CEO



**Principal to contact SLT. Principal or Gary Finney to contact Karon Lamb and Lesley White**

- Any issues with contacting Karon Lamb, Lesley White should be contacted instead and will follow the below procedures
- Website Update (**Lesley White**)
- Text message to staff, Class Charts for Students (**Karon Lamb/Lesley White**)
- Facebook and Twitter (**Marie Adams**)
- Contact LA: Karen Gillis 01744 676917 or email (**Gary Finney**)  
[karengillis@sthelens.gov.uk](mailto:karengillis@sthelens.gov.uk)
- Contact School Transport Companies (**Lesley White**)
- Hiltons Travel 01925 221792/07887837785 (292)
- Merseytravel/Hattons 01744 811818 opt 2 (988)
- Warringtons Own buses 01925 634296/07718835118 (49 and 722pm)
- MD Bus and Coach David 07714156690 (725)
- Stagecoach Travel 0151 330 1000 (774 am only)
- Liverpool City Region 0151 330 1926/07714138234 John Saunderson
- Warrington Borough Council 01925 442621 John McCoroskin
- TfGM 0161 244 1974



**Premises Manager to facilitate the following actions:**

- Contact all members of the Site team;
- Liaise with LA Property Services: 01744 671867
- Arrange the assistance of the local farmer;
- Clear main drives and spread rock salt;
- Clear pathways between buildings and spread rock salt;
- Inspect school services/buildings (burst pipes, boilers etc.)



**At 3.00pm on the day of closure** the above procedure commences again with Principal & Premises Manager to assess site and make decision. Website and Academy Voice Mail message to be updated as necessary.

## **In the event school closes during the school day due to severe weather**

In the event the school needs to close early due to adverse weather, the following steps will be taken:

1. The Principal will assess the situation and make a decision on whether the academy must close early
2. The Chair of Governors and CEO will be made aware of the decision to close the academy
3. Parents will be informed that students will be arriving home early via Class Charts
4. Students will leave the academy via their usual means. If buses are affected, students will remain onsite until they can be collected by parents/carers, unless you inform otherwise.
5. The Principal and Premises Manager will visit the site the following morning and follow the above procedures.
6. Remote learning will be available the following day if the academy remains closed.

### **Message for Class Charts, text and website**

#### **Parents**

##### **If Academy is Open**

The Academy is open as usual. All students should make every endeavour to attend. Students should ensure they wear appropriate clothing.

##### **If Academy is closed**

Due to adverse weather conditions, the Academy will be closed today. Please check the website, Facebook, Twitter and Class Charts for any further updates.

(If it is an exam period add: *Examinations will take place as normal, candidates must attend*)

#### **Staff**

##### **If Academy is Open**

The Academy is open as usual. Staff should make every endeavour to attend as normal.

##### **If Academy is closed**

Due to adverse weather conditions, the Academy will be closed today. Please check the website, Facebook, Twitter and text messages for any further updates.

#### **Website Message:**

##### **Information for Parents/carers in case of unavoidable School Closure**

Given the possible deterioration in weather conditions over the next few days, we would like to share with you our adverse weather procedures. We will make every endeavour to keep the Academy open and any updates will be put on our website.

In the unlikely event that the school is unable to open we will:

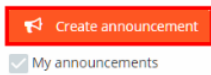
1. **Website:** Request all parents/carers check Hope Academy website. [www.hopeacademy.org.uk](http://www.hopeacademy.org.uk)
2. **Class Charts:** Contact parents/carers by Class Charts, Facebook and Twitter

## Class Charts Notification Guidelines

To create an announcement, click on the **Announcements** tab along the top of the page.



You will be presented with a list of announcements that have previously been created in your school. Click on the **Create announcement** button to begin making a new announcement.



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- Choose recipients – Whole School
- Click continue to announcements
- Add expiry date and tick priority pinned announcement
- Add title – Adverse Weather – School closure (add date of closure)
- Insert message in Description box
- Upload file if necessary
- Click Send announcement