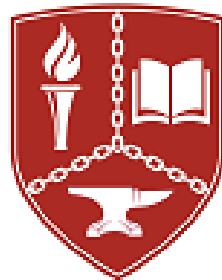


Colley Lane Primary Academy

"Never settle for less than your best"



Subject: Unexpected School Closure Policy

Issue Date: June 2023

(Review Date: June 2024)

Safeguarding Statement

At Colley Lane Primary Academy, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Colley Lane Primary Academy. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Arrangements in the event of a sudden or unexpected closure

It can be necessary at times to close school due to weather conditions, heating failures or other scenarios. Any decision to close the school will take into account the safety of all our pupils, staff and parents.

Once a school closure has been confirmed by the Headteacher, all staff should follow the "Snow Phone Chain" procedure. Each key contact will cascade the message down to staff members in their teams.

A message will be sent to all staff and parents informing them of the closure. It is the responsibility of staff and parents to keep the school updated with your mobile telephone numbers.

If as a member of staff, you have not received a message by 7:30am and you are uncertain if the school is to be closed, please ensure that you phone the staff member who is highlighted as your key contact. It is your responsibility to make sure you have their phone number. If your key contact is absent, then please call the Headteacher.

If any visitors are scheduled, it is the responsibility of the staff member organising the visit to cancel them.

Responsible for informing staff and parents			
Mitie Site Staff	<ol style="list-style-type: none"> 1. Headteacher 2. Chartwells catering Manager 3. Contractors 	Headteacher	<ol style="list-style-type: none"> 1. Mitie 2. CEO/WAT 3. PA to Headteacher 4. Deputy & Assistant Headteachers 5. Local Authority
Deputy Headteacher	<ol style="list-style-type: none"> 1. Heads of Year Groups 2. Student placement providers 	PA to the Headteacher	<ol style="list-style-type: none"> 1. Message parents 2. Update Website/Dojo/Social Media 3. Supply Agencies
Assistant Headteacher <ol style="list-style-type: none"> 1. SENCo 2. Our Hive staff 3. Speech & Language staff 			

The School website will be updated regularly on the home page (<https://www.colleylanprimary.org.uk/>) alongside Twitter and Facebook.

The Head Teacher will also contact the radio stations below to ask them to broadcast the information:

- Free Radio Black Country and Shropshire
[\(https://planetradio.co.uk/free/black-country/\)](https://planetradio.co.uk/free/black-country/)
[\(http://www.freeradio.co.uk/shropshire/\)](http://www.freeradio.co.uk/shropshire/)

- Heart/Capital FM (<https://www.heart.co.uk/westmids/>)

The information will also be passed onto the Local Authority who will put it on Dudley LEA Website.