



Procedure for Emergency School Closure

This protocol is intended to support parents with regard to Pencalenick School's emergency school closure procedures (for example in adverse weather conditions, such as heavy snow). The Head Teacher will always endeavour to keep the school open but sometimes closure will be the most appropriate way to ensure everyone's safety.

This protocol can only be effective if the school has up to date contact telephone numbers for parents. It is the responsibility of parents to ensure that the school is informed when contact telephone numbers change.

At all points, the welfare and safety of students and staff is our key concern.

If adverse weather affects the school while it is in session:-

- The Head Teacher will contact the Local Authority with regard to closure of the school. The Local Authority will communicate this to the local radio stations in accordance with County protocol.
- The school will arrange for the regular school transport to collect students from school at the earliest opportunity.
- Students will be called to their tutor bases, under the direction of their tutors.
- Parents will be texted to inform them of the decision to close. Parents will then be phoned to request permission for their children to leave school via their regular transport. Parents should wait for the school to contact them (as there are a limited number of telephone lines) and only ring if left a message to call.
- Parents who collect their children directly from school can do so from the school's main reception
- Staff will remain in school until all students have been granted safe passage home.

If adverse weather affects the school outside of school hours:-

- A decision to close will be made by 7.15am.
- The Head Teacher will contact the Local Authority with regard to closure of the school. The Local Authority will communicate this to the local radio stations in accordance with County protocol.
- Parents will be texted to inform them of the decision to close.
- Pupil Transport at the Local Authority should contact parents. If not, we suggest parents contact the Driver/Passenger Assistant if there is a problem. Parents should ask the Driver / Passenger Assistant for their phone numbers if they do not have them.



In both cases:-

- Announcements will be made on local radio stations and school closures listed on the Cornwall Council website at www.cornwall.gov.uk. The school website will also contain relevant information www.pencalenick.org
- Decisions about Residential students will be made on the day and parents of these students will be contacted directly.
- It is the parents' responsibility to contact any short break provider if relevant and discuss the arrangements for any planned visit/stay.
- The school will issue further information about whether the school will remain closed, partly open or open fully, on a daily basis. Any announcement will be posted on the school website by 7.15am daily.

Weather can be quite unpredictable and localised. If, following weather reports, parents have concerns and would rather keep their child at home they should report their absence to school as early as possible (call Reception on 01872 520385).