

Emergency Academy Closure Policy



Approved by: Board of Trustees

Date: July 2021

Last reviewed on: July 2018

**Next review due
by:** July 2024

1. The scope of the policy

- 1.1 This policy applies to all academies within the Eastern Multi-Academy Trust; namely Eastgate Academy, King's Lynn Academy, Nelson Academy, Southery Academy, Upwell Academy, North Wootton Academy, Emneth Academy, Diamond Academy, Queensway, Norwich Road Academy, Admirals Academy, West Row Academy, Glade Academy and Raleigh.

2. Policy outline

- 2.1 A decision to close any of the EMAT academies must only be made as a last resort and following a thorough review of each academy's ability to ensure that in staying open the health and safety of the children/students and staff is not compromised.
- 2.2 Prior to making a decision to close the Principal should, where practicable, assess the situation on the ground for themselves. This can be delegated to another senior member of staff or the site manager if needed but the Principal must take all reasonable measures to make this assessment for themselves.
- 2.3 The Principal or delegated person(s) should assess the risks and whether these can be mitigated against. Where it is possible to mitigate against risk, eg: clear paths, indoor break etc then the academy should remain open. No EMAT academy should close simply because other local schools have decided to do so.
- 2.4 **A decision to close an academy should be made as soon as possible and certainly no later than 7.15am unless there are extenuating circumstances.** Where possible each academy should pre-warn parents/carers the evening before that a school closure could be possible and to listen out to the local radio and follow updates on the school's social media pages. Academies who have access to a texting system must also use this to inform parents of closures.
- 2.5 Should an academy decide to close then the Principal must follow the local procedures as laid out by Norfolk and Suffolk County Councils. This will usually mean logging onto the LA intranet and reporting the academy as closed. The relevant council will then update its school closure website and inform the local media. Academies should also make every effort to contact parents using the usual means of communication.

3. Staff travelling to work

- 3.1 As a Trust we recognise that we are responsible for ensuring the health and safety of staff as well as the children/students. During periods of inclement weather, all members of staff have to make their own decision as to whether or not it is safe to travel to work. If a member of staff does not feel that it is safe to travel, then they must follow the usual academy absence reporting procedures.
- 3.2 Members of staff must ensure that they liaise directly with their line manager if they are unable to travel to work due to unsafe conditions. Line managers may direct colleagues to undertake relevant duties from home, which could include the delivery of remote learning through live lessons or streamed to a class in school.

4. Informing the Trust

4.1 The Principal must make every effort to inform the Regional Director for their Academy via **telephone** that the academy will be closed. The Principal should provide where possible:

- The full reason(s) for the Emergency Closure
- Confirmation that the LA has been notified using the agreed procedure and that parents have been informed using the academy's normal messaging system
- Estimate of how long the academy will be closed for

5. Remote Learning

5.1 Any academy that has to close for whatever reason should revert to Remote Learning immediately using the academy's online platform for delivery. Where possible academies should include face-to-face delivery no later than the second day of closure and ideally during the first.

5.2 Feedback is important for the progress of all children and students and if an academy is closed for a prolonged period of time, feedback should be provided regularly to children in accordance with each individual academy's systems and processes.

5.3 Communication with parents/carers is essential during any period of closure so that they are fully aware of how they can access the work set for their children and how they should submit any work. Academy websites and normal lines of communication should be used to ensure that this information is readily available.

5.4 Academies should revert to their individual remote learning policies (including eSafety) and ensure that these are kept up-to-date.

6. Who is responsible for compliance with this policy?

The Local Academy Council/Interim Executive Board and Principal are responsible for compliance with this policy.