

EMERGENCY SCHOOL CLOSURE PROCEDURE

Ramsden Hall Academy

LAST REVIEW NEXT	October 2019	REVIEW PERIOD	Annually
NEXT REVIEW DATE	October 2020	OWNER	Cathy Flaherty

Academy Closure Procedure in Event of Severe Weather or Emergency.

In the event of severe weather or emergency, please note that the following steps will be taken:

On return to school from weekend/holiday

1. By 7.00 am - On site staff - Dave Poulter (DP) in liaison with Steve Brosnan (SB) - update on situation with regards to state of site.
2. DP to contact Emma Baker (EB) to make decision in liaison with Alan Wells (AW) whether to open site for staff/pupils. EB to inform Claire Parker (CP) & Jane Quilter (JQ).
3. JQ to check with transport if operating and to inform transport providers that the Academy is closed. JQ to report back to EB when communication is complete.
4. JQ to send email's & text's via Parentmail to Parent's and Staff informing them of the closure.
5. JQ operate school closure procedures regarding the Essex CC website. – Infolink.
6. Emily Cadogan (EC) to put a communication on the Ramsden Hall website, twitter & Facebook & put the out of office on the admin in box, liaising with JQ to ensure consistency of communication.
7. Where the Academy remains open staff to take into account their local conditions and make an effort to travel in if no possible to inform the school.
8. At 2pm EB to provide an update from DP on the condition of the site. EB to contact JQ for her to update staff, pupils and taxi's via parentmail.
9. DP to ensure that the animals are fed.

During week where Boarders are present

1. By 7.00 am - On site staff - DP in liaison with SB - to contact Emma Baker and update on the situation with regards to state of site.
2. EB to make decision with AW whether to open site for staff/pupils.
3. EB to inform CP & JQ.
4. JQ to check with transport if operating and to inform transport providers that the Academy is closed. JQ to report back to EB.

5. JQ to operate school closure procedures regarding the Essex CC website.
6. EC to put a message on Ramsden Hall website, twitter, facebook & put the out of office on the admin inbox, liaising with JQ to ensure consistency of communication.
7. Where the Academy remains open staff to take into account their local conditions to make a decision whether it is safe to travel if not to inform the School.
8. At 2pm EB to have an update from DP on the condition of the site. EB to contact JQ for her to update staff, Pupils and taxi's via parentmail.
9. DP to ensure that the animals are fed.

Important Phone Numbers

Emma Baker 07861 353385

Zoe Russell (to be phoned first) 07824 115022 – EB

Alan Wells 07960 478684 - EB

Andrew Stanford 07972 263398 – EB

Jane Quilter 07808 160612

Emily Cadogan- 07963 433254 – JQ

Claire Parker – 07885 405204 –EB

Malcolm Peake -07843 296203 – AW

Keith Richards 07584 329009 – AW

24/7 – 012796 61661 –EC

CT Cleaning Services-02074 901846 – DP

Steve Brosnan – 07590 037419

Dave Poulter – 07899 951952