

Saint Michael's CE High School

A Church of England Academy



Therefore, choose

Unavoidable School Closure Policy

| | |
|---|-----------------------------|
| Responsibility to present to Headteacher | CFO and Business Director |
| Approved | Headteacher Michaelmas 2023 |
| Next Review | Headteacher Michaelmas 2024 |
| Statutory | Yes |
| Required on school website | No |

ST MICHAEL'S CHURCH OF ENGLAND HIGH SCHOOL

A BRIEF SUMMARY OF OUR CHRISTIAN VISION

Our motto is '**Therefore choose [life]**' from Deuteronomy.



We understand this to mean growing in **body, mind and spirit**, so that all who learn and work here may flourish, experiencing the joy and hope of

'Life in all its fullness'.

This is further explained in our Mission Statement,

*'As a vibrant learning community
we choose to serve God,
pursue excellence
and celebrate the uniqueness of each individual.'*

ARRANGEMENTS FOR UNAVOIDABLE SCHOOL CLOSURE

Action Required by the Headteacher or Senior Staff Member in charge:

1. Consult with the Chair/Vice-Chair of Governors:
Mr CM Metcalfe
Mr Dave Bennett
Liaison and Compliance Officer and Diocesan/Church Authority contact (if appropriate)
Mr Stephen Whitaker
David Pearson
 2. Inform Liaison and Compliance Officer before 10:00 am where possible by:
Telephone: (01772) 531555
E-mail: lct@lancashire.gov.uk
 3. Telephone local radio station with:
School Name – St. Michael's C E High School
District Number – 09
School Number – 501
DfE Number - 8884686 and password*
State the name of the caller and contact phone number.
 4. Contact all staff including any peripatetic/supply staff.
 5. Contact all parents and carers.
 6. Contact all contractors, transport, peripatetic, ITT students, SEND specialist support staff.
 7. Place notice on school gate if appropriate.
 8. Complete Form [NUC/1](https://schoolsportal.lancsngfl.ac.uk/sp_atoz/service.asp?u_id=2189&strSL=U) (**revised November 2018**). The NUC/1 form can be completed via the Schools Portal here
https://schoolsportal.lancsngfl.ac.uk/sp_atoz/service.asp?u_id=2189&strSL=U
 9. If unavoidable closure is to continue for longer than 24 hours, contact the Liaison and Compliance Officer on a daily basis with a status report.
 10. If the reason for closure is a pandemic, the Authority is required to be notified of the school's reopening.
-

All relevant parties should be updated at regular intervals on the incident; even if no significant developments have occurred since the last time of contact.

| Lead | Methods of | Notes / instructions communication | Who | Completed |
|-------------------|---|--|---------------------------------------|-----------|
| CJH | Text system to notify staff | <ul style="list-style-type: none"> Text to all staff via School Synergy with message about closure | AW | |
| KG | Answer phone | <ul style="list-style-type: none"> Record answerphone message detailing reason for closure and direct to website for more information | ECL | |
| JA | Contact pupils / parents | <ul style="list-style-type: none"> Text message via School Synergy Contact Broadcast Twitter message Red banner on front page of website | NM DM/NM DM/NM | |
| JLJ | Notify Governors | <ul style="list-style-type: none"> Via email or Governor portal message | CEJ | |
| JFC | Local radio stations | <ul style="list-style-type: none"> Password – XXXXX (as detailed below) | JFC/CJH | |
| KG | Sign at entrance | <ul style="list-style-type: none"> Premises Manager | JK | |
| JLJ | Newsletter / Letter | <ul style="list-style-type: none"> Headteacher to communicate to all stakeholders which will be shared via School Synergy Contact Broadcast and put on website. | JLJ/CJH ALW DM | |
| KG | Communicate with all contractors / visitors to school | <ul style="list-style-type: none"> Cleaning / Grounds / any other contractors Catering Supply staff Peripatetic music teachers ITT students SEND specialist teachers | JK JLB ALW PJW ALW TMW | |
| JFC | Complete online form LCC (schools portal) | <ul style="list-style-type: none"> Complete online closure form | JFC | |
| JRK ANK KAT | Closure during school day | <ul style="list-style-type: none"> Arrange for pupils to return to form rooms until Pupils Managers have dismissed Manage pupils on site | All Pupil Managers | |

Contact local media (CJH)

| Radio Station | Telephone Number | Frequency |
|--|-------------------------|--|
| BBC Radio Lancashire | (01254) 583583 (Studio) | 95.5 FM, 103.9 FM 104.5 FM, 855 MW, 1557MW |
| Rock FM | (01772) 477743 | 97.4 FM & DAB Digital Radio |
| For full list – see relevant section of policy | | |

***Please note that the password was issued to Headteachers under separate cover.**

Preferred methods of communication are included below (although these may change depending on the exact nature of the incident).

| Group | Preferred method of contact | Contact details are available from |
|-------------------|-----------------------------|---|
| Students | Text message | School Synergy |
| Parents / carers | Text message | School Synergy |
| Governors | Telephone | Head's PA contact Chair and Vice Chair by telephone and email all other Governors |
| Extended services | Telephone | Premises Manager to contact by telephone |

