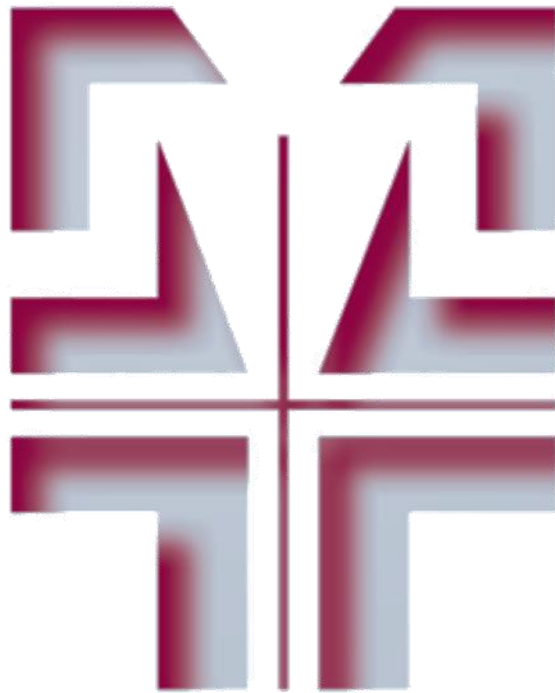


# Saint Michael's CE High School

*A Church of England Academy*



**Therefore, choose**

## **UNAVOIDABLE SCHOOL CLOSURE**

(Part of Emergency Response, Evacuation & Business Continuity Policy)

**JANUARY 2021**

**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

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

1. Consult with the Chair/Vice-Chair of Governors:  
**Mr CM Metcalfe 07769 298494**  
**Fr. David Arnold (01257) 474025**  
Liaison and Compliance Officer and Diocesan/Church Authority contact (if appropriate)  
**Mr Stephen Whitaker (01254) 503404**  
**David Pearson (01257) 516166**
2. Inform Liaison and Compliance Officer before 10:00 am where possible by:  
**Telephone:** (01772) 531555  
**E-mail:** [lct@lancashire.gov.uk](mailto: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 (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](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.

# COMMUNICATIONS CHECK LIST

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

**Contact local media (JFC?)**

<b>Radio Station</b>	<b>Telephone Number</b>	<b>Frequency</b>
BBC Radio Lancashire	(01254) 583583 (Studio)	95.5 FM, 103.9 FM 104.5 FM, 855 MW, 1557MW
2BR Lancashire	(01254) 350360 (news-desk)	96.3FM, 99.8FM, 106.5FM, 107FM & DAB Digital Radio
Rock FM	(01772) 477743	97.4 FM & DAB Digital Radio
Wish FM	(01942) 777695	102.4FM

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