

## **Inclement Weather and Emergency Closure Policy**

### **Millfield Science and Performing Arts College**

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#### **Purpose**

This policy outlines the procedures Millfield Science and Performing Arts College will follow in the event of **inclement weather** or an **emergency situation** that may require full or partial school closure. The overriding priority in all circumstances is the **health, safety and welfare of students, staff and visitors**.

This policy should be read alongside the **School Emergency Plan** and **Bad Weather Plan**.

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#### **Decision to Close the School**

The decision to close the school, delay opening, or partially close will be made by the **Headteacher**, in consultation with:

- The **Senior Leadership Team**
- The **Premises / Site Team**
- The **Senior Assistant Headteacher (Health & Safety)**
- Reference to the **School Emergency Plan**

The school will aim to remain open wherever it is safe to do so. However, closure may be necessary due to:

- Severe weather (e.g. snow, ice, flooding)
- Heating, power or water failure
- Transport disruption
- A critical or emergency incident
- Any other circumstance that presents an unacceptable health and safety risk

Key considerations in decision-making include:

- Safety of pupils, staff and visitors
- Whether the site can be made safe (paths, car parks, entrances, heating)
- Ability to adequately supervise students
- Travel conditions for staff and students

- Advice from the **Met Office**, emergency services or Local Authority

Where possible, decisions will be made **as early as possible**, ideally by **7.00am**.

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### **Communication of Closure**

In the event of a closure or delayed opening, communication will be made as quickly and clearly as possible.

#### **Staff**

- Notified via **all-staff email** and internal communication systems

#### **Parents / Carers and Students**

- **Text and email via Synergy**
- **School website**
- **School social media channels**

Communications will include:

- The reason for closure or delay
  - Whether the closure is full or partial
  - Expected review time or next update
  - Information regarding remote learning where applicable
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### **Emergency Closure During the School Day**

If severe weather or an emergency develops **during the school day**:

- The Senior Leadership Team will assess conditions on site and externally
- Parents/carers may be asked to collect students **early**, where necessary and safe
- Students will be dismissed in a **controlled and supervised manner**
- Transport providers will be contacted where relevant
- Staff will remain on site until **all students have been safely collected**

Updates will be communicated via Synergy, the school website and social media.

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### **Site Management During Adverse Weather**

The Premises Team will take reasonable steps to maintain a safe site, including:

- Gritting priority walkways, ramps, entrances and car parks
  - Monitoring boilers, heating and water systems
  - Closing off unsafe areas where required
  - Providing regular updates to the Senior Leadership Team
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### **Remote Learning Arrangements**

If the school is closed beyond one day:

- Learning activities will be set via **Synergy and/or the school website**
  - Pastoral staff will maintain contact with vulnerable students
  - Further guidance will be communicated if closures are prolonged
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### **Reopening the School**

The school will reopen **as soon as it is safe to do so**.

Reopening arrangements will be communicated using the same channels as closure messages and may include:

- Phased or delayed reopening
- Temporary adjustments to the school day
- Site access restrictions