

**TREVIGLAS COMMUNITY COLLEGE****EMERGENCY COLLEGE CLOSURE**

There are times when the weather is severe or other incidents occur which make it necessary, in the interests of the health and safety of students and staff, to close the college.

This Policy should be read in conjunction with the document "Emergency Distribution of Information".

- In the event of adverse weather conditions, staff must contact the college, Headteacher or Deputy Headteachers, as soon as it is practicable, if they foresee difficulties in getting to college before the start of the college day
- If insufficient staff are able to get to college, the Headteacher or Deputy Headteachers must contact the Chair of Governors and the LA both to take advice and to inform them of the intention to close the college because of insufficient staff. Local radio will be contacted and announcements made as to decisions taken
- All teaching and ancillary staff are expected to make reasonable efforts to reach college where they will be able to perform other duties
- When exceptionally severe weather conditions are forecast for the whole authority and the Police are recommending that only essential journeys should be made, the Head of Service, Children, Schools & Families, may make a decision to close all schools/colleges for students for the following day. Local radio will be contacted and staff and parents are asked to adhere to any announcements
- In the event of a decision being taken to close the college during the college day, every effort will be made to ensure that no child leaves college unless there is proper provision for their care during the day. Efforts will be made to contact the parents of any children remaining. If there is no contact then arrangements will be made for those children to spend their time constructively in college
- The college website should be checked by all as information will be posted there