



## KEMPSTON CHALLENGER ACADEMY EMERGENCY CLOSURE PROCEDURE



Very occasionally we have to make the decision to close the school due to snow or other emergencies. This is always a difficult decision. We will always stay open if we can and it is safe to do so. However, when bad weather or any other emergency situation occurs which compromises the health and safety of students and staff we sometimes do have to close, either to all students, or to a particular year group. Occasionally, we also manage difficult situations by opening later or closing earlier. In all these cases the following procedures apply:

### **Closure before the school day begins (ie before 8am)**

- Information regarding the nature of the closure is posted on the school website [www.kempstonchallengeracademy.org](http://www.kempstonchallengeracademy.org)
- The local radio stations Heart (96.9 FM) and Three Counties (103.8 FM) are contacted to put a message out on air about the type of closure
- A notice is placed on the school entrances that the school is either partially or completely closed.
- We also inform Bedford Borough Council of the closure and this is posted on their website <http://apps.bedford.gov.uk/schoolclosures>

The most reliable and the earliest notification will always be via the school website above.

### **Closure during the school day**

- A text message will be sent to all parents informing them of the nature of the closure and that students are being sent home. If a student is unable to go home safely then those students will be asked to report to the Main Hall where arrangements will be made for their journey home or they will be retained at school until the end of the normal school day.
- The school website will be updated accordingly to reflect the nature of the closure.

It may be necessary in these circumstances to cancel events that are taking place in the evenings, whether school events or external lettings. If this is necessary:

- Students will be informed before they go home
- The school website will be updated
- For school events such as consultation evenings a text will be sent home
- Notices will be posted on entrances to the school reflecting the nature of the cancellation

**Please make sure that the office has accurate contact details in case of emergencies. The first emergency contact numbers will be the ones used to communicate with you.**