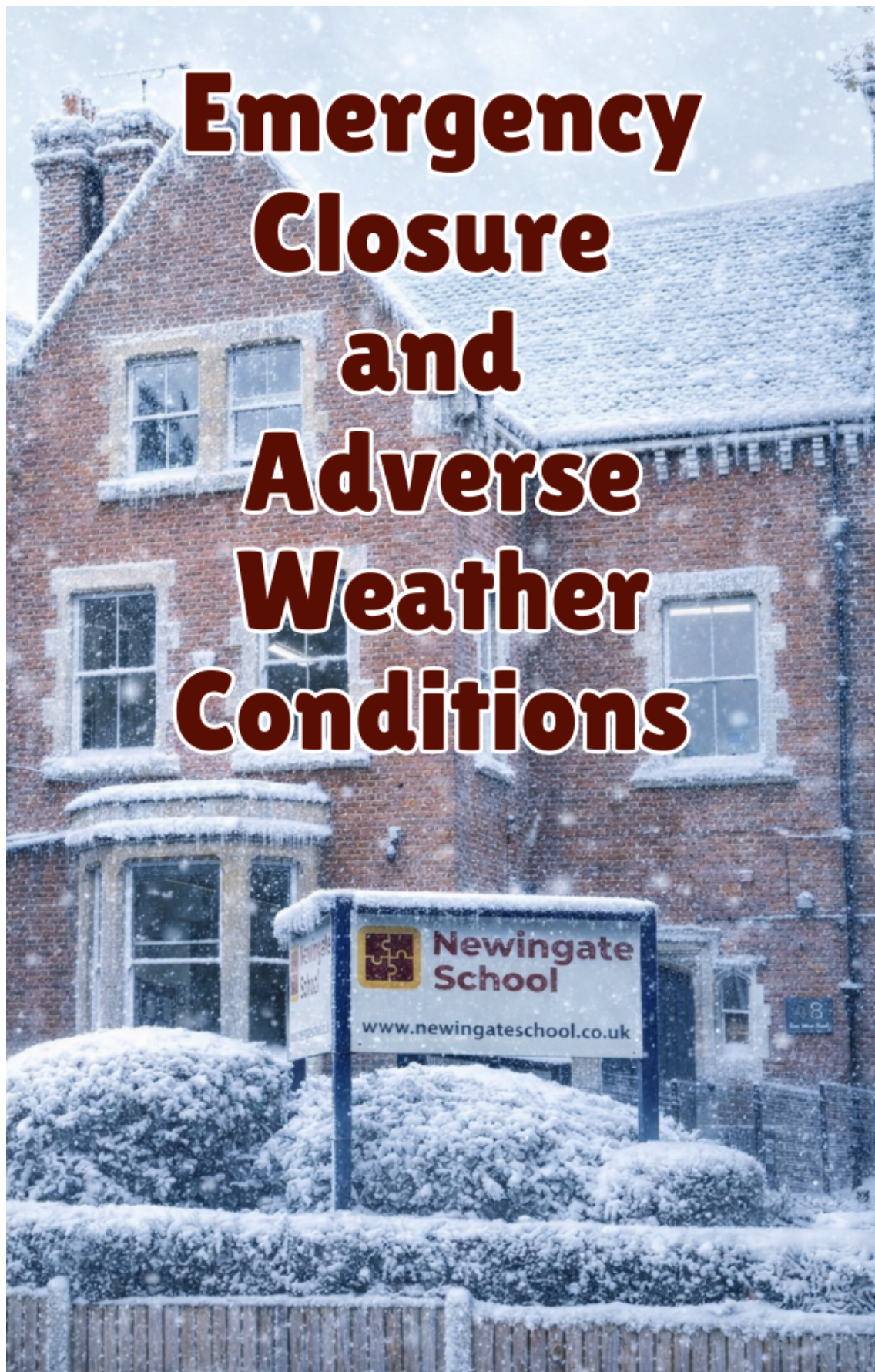


Emergency Closure and Adverse Weather Conditions



Procedure in the event of an Emergency Closure of the School:

As a school we are required to update our procedures regularly for what should happen in the event of the school having to close due to adverse weather conditions or any other emergency.

The decision to close the school rests with the Headteacher in consultation with our Director following appropriate risk assessments and advice from various agencies.

Once a decision has been made the following steps will be taken to notify parents / carers:

Kent Closure Website

The school will notify the Local Authority via the Kent Closure Website immediately and an alert will be issued via the site to all parents / carers that have registered on their alerts system: <https://www.kentclosures.co.uk/>

SMS Communication via Arbor

Additionally, we will send an SMS message via Arbor to all parents and carers to inform them of school closure by 7am.

School website information will also be updated and available on the school website from 7am. <https://www.newingateschool.co.uk/>

If transport is accessed **it will be the responsibility of the parent /carer** to notify their child's transport company, of the school closure.

Social Media

Information will be posted on our Facebook Page:
<https://www.facebook.com/newingateschool/>

Extreme Circumstances

If significant deterioration in weather takes place during the school day, consideration would need to be given in how best to ensure the safe journey of students' home. This decision would be made with advice from appropriate agencies.

The school will make contact with parents/ carers and transport companies to see whether alterations to the usual schedules would be possible. If not, students would remain on site under the supervision of staff and await parents/ carers/ taxis to pick these students up.

Information will also be posted on the school website and communication sent via Arbor.