



Kemnal  
Technology  
College



# EMERGENCY CLOSURE POLICY

This Policy was reviewed:

**September 2023**

The Policy will next be reviewed by TKAT &  
Kemnal Technology College by:

**September 2024**



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In the event of severe weather or other unforeseen circumstances every effort will be made to ensure the college remains open in order to minimise disruption to teaching & learning. However, the health and safety of our students and staff is our prime objective. When these circumstances arise the decision on whether the school will open or not will be made by the Head Teacher (in their absence the Deputy Head Teacher) after consulting with the Business Manager in relation to the safety of the site.

### **THE DECISION TO CLOSE**

The Head Teacher will undertake a risk assessment in liaison with the Business Manager before making a decision on school closure. The factors to be taken account of include:

- ❖ The school environment – accessibility, health & safety, heating, water & other utilities, provision of canteen facilities
- ❖ Number of staff able to attend
- ❖ Transport conditions to and from school at the start and end of the day
- ❖ Number of students likely to be able to attend

In the event of circumstances that may lead to closure of the college, staff are expected to do all that they reasonably and safely can to get to work. Staff who cannot safely attend or who are going to be delayed must contact the college by 6.45am.

### **IN THE EVENT OF CLOSURE**

Head Teacher to:

- ❖ Inform the Chair of Governors
- ❖ Inform SLT

Business Manager to:

- ❖ E-mail and Text/App message parents
- ❖ E-mail school staff and TKAT nominated contact(s)
- ❖ Arrange for an update on college web site



- ❖ Add message to school twitter account
- ❖ Arrange for 'College Closed' signs to be put on college gates
- ❖ Inform catering contractor

During a period of ongoing closure these items will be repeated on a daily basis and then updated when the college is re-opened.

## **COLLEGE CLOSURE DURING A SCHOOL DAY**

If the college opens in the morning every effort will be made to keep the college open until the normal end of the school day at 3.15pm, whilst ensuring as far as possible that students will be able to travel home safely at the end of the day. Should it become necessary to close the college during the day no student will be permitted to leave without permission from parents/guardians:

- ❖ Parents will be contacted by e-mail and text.
- ❖ Parents should ensure they complete the emergency closure box in the front of their sons/daughters contact books if they are happy for the student to make their own way home in the event of school closure or ensure written permission is included inside the front of the contact book.
- ❖ Where permission has not been provided in the contact book the school will contact students emergency contacts to request that students are collected from school.

## **STAKEHOLDERS INFORMATION**

<b>WHO</b>	<b>HOW</b>
<b>Parents/Carers &amp; Students</b>	Announcement on College's website <a href="http://www.ktc-tkat.org">www.ktc-tkat.org</a> College twitter message Policy sent out annually Notices on college gates/entrance points
<b>School Staff</b>	Notified via telephone by their line managers ( <b>line managers must ensure they have up-to-date contact details for their staff</b> ) Email from Business Manager as for parents (above)
<b>TKAT Staff</b>	KTC Business Manager to inform nominated contact to cascade to TKAT staff based in the Atkins centre and KTC building.
<b>Visitors</b>	Staff expecting visitors should notify them directly



## **ARRANGEMENTS IN THE EVENT OF SCHOOL CLOSURE**

### **SEVERE WEATHER CONDITIONS OR UNEXPECTED EVENTS**

Circumstances can arise from time to time when it becomes necessary to close the college due to inclement weather or other unforeseen events.

In the event of severe weather etc. we shall do everything we can to remain open but if at any time you wish to check if the college is open, you may do so in the following ways.

1. The college web site [www.ktc-tkat.org](http://www.ktc-tkat.org)
2. Telephone the school Reception: **020 8300 7112**

At times of school closure please check the college website for regular updates.

Please do not rely on radio broadcasts for specific information about Kemnal Technology College.

End of Message to Parents

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### **PUBLIC EXAMINATIONS IN SEVERE WEATHER CONDITIONS**

Please note the following arrangements in the event that there are external examinations at a time of possible closure due to severe weather. This advice has also been issued to parents and students.

We will do all we reasonably can to ensure that examination/s take place as scheduled. In the exceptional circumstances of full or partial closure, and/or if the routine invigilation team are unable to attend, teaching staff able to attend will be expected to assist with the invigilation of public exams.

We will endeavour to place a notice on the college website, as early as possible, to let students know whether the exam/s will take place.

If in doubt, and if conditions are such that they are able to do so, students should come into school on the day of their examination ready and prepared to sit their exam.

If an examination is cancelled due to school closure, or a student is unable to attend an examination due to severe weather conditions, the student will be entitled to sit the examination/s in the summer instead.