Aspire Academy Trust

School Closure Procedure

The Trust will review weather warnings and issue general advice to all schools.

Head of School to make a judgement based on weather warnings, local knowledge, road conditions and safety of staff and pupils travelling to and from school and risk assess whether to close.

Where it is safe to do so, you should do your utmost to keep the school open. Consider varying the school day by opening late or closing early to ensure the safety of staff and pupils, bringing classes together & reducing the amount of movement between buildings.

Make decision and seek approval from the SLT.

Inform Aspire Health & Safety Manager (07736470307) of closure to enable early communication to the Trust Catering and Cleaning contractors.

Inform staff.

Inform parents via Text message, Twitter, Facebook and Academy website.

Notify Cornwall Live & your local radio stations of closure.

Ensure provision to be made for pupils who cannot be collected promptly (if during the school day) and any school animals.

Useful Links & Contact Numbers

**Websites**
Met Office
www.metoffice.gov.uk
Environment Agency
www.environment-agency.gov.uk

**Radio Broadcasters**
BBC Radio Cornwall 01872 275421
Pirate FM 01209 314400
Heart FM 01872 554400

**Transport**
Passenger Transport Unit
0300 1234 222
or
01872 323562