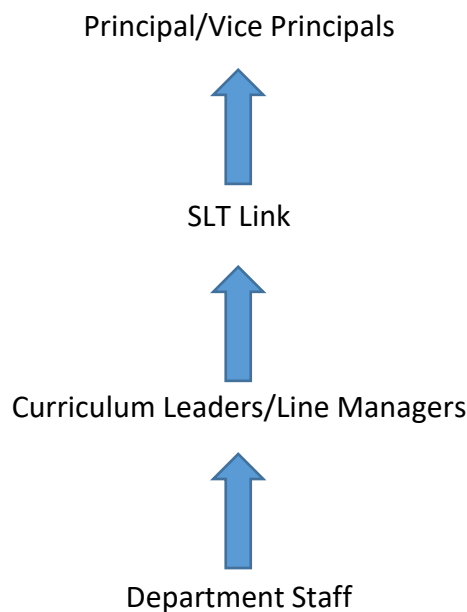


SNOW TREE

To enable the Principal to make an informed decision about a school closure due to bad weather the following procedures should be followed:

- The site team to contact Principal to assess the situation at the academy.
- Department staff to contact Curriculum Leaders/Line Manager
- Curriculum Leaders/Line Managers to contact their SLT links
- SLT links to contact Vice Principal/Principal
- Vice Principal to liaise with Principal
- **Principal makes the decision**



Staff should contact the relevant member of staff on the snow tree to give them information on whether or not they will be arriving at work. Every effort should be made to arrive for work.

Staff should ensure that they hold the contact details for colleagues in their department. Please inform Hazel Daws of any changes to your contact numbers.

In the event of closure before the start of the school day

1. A text message will be sent out to all parents and staff informing them of the decision.
2. Update the academy website and twitter (Hazel Daws)
3. Contact mini bus drivers to take Tickhill students (Angela Bolton)
4. Contact the local radio station (Hazel Daws)
5. Snow clearing and salting (Site team)

Early Closure Procedure- SLT

1. Principal makes the decision to close
2. Buses contacted and an ETA obtained.
3. All staff and students return to their form room
4. Form tutors to follow the procedures/instructions as set out for the dismissal of students.
5. Decision made by SLT for the supervision of the following areas:
 - Dining hall (students going home by bus)
 - Main entrance doors
 - SLT to be available to collect students from form rooms when parents arrive. Parents to wait in the main hall.
6. Text message sent to parents announcing closure.

Emergency Early Closure Procedure Form Tutor Instructions

Form tutors should return to their form rooms.

Giving permission for students to leave

- Learning Managers will advise which students have parental consent to leave once a text message has been sent to parents. They should be given a green sticker and allowed to leave immediately. Students should be prepared to show their sticker if stopped on the corridors.
- Students who travel home by bus should be given a blue sticker and sent to the dining hall to be supervised by SLT until the buses arrive.
- Students whose parents have requested a phone call before their son/daughter is released should remain in the form room until contact has been made with the parent.
- Students who are being collected should remain with their form tutor and will be collected by a member of staff when their parent/carer arrives.

Unable to make contact with parents

- If contact cannot be made with a parent/carer after a number of attempts the student should be given an orange sticker and sent to the main hall to await further instructions.

Folder Contents

Instructions to Form Tutors

Consent forms for all students in your form group.

Green Stickers

Blue Stickers

Orange Stickers