



Policy Name: School Closure Procedure  
 Policy Type: Discretionary  
 Issue Date: 30<sup>th</sup> April 2024  
 To Be Reviewed: Annually: 30<sup>th</sup> April 2025  
 Approved by: Headteacher  
 Governing Body:

	Action	Personnel
1.	Decision to be made	Sharan Matharu
2.	Inform Reception and Student Services	Lisa Deszczinski
3.	Inform Amey	Benjamin Williams
4.	Text and App message via Arbor to all parents stating that the school is closing early and that students who have permission to go home will be signed out by their tutor.	Jenny Watson
5.	Message to go out on website and social media platforms.	Lisa Deszczinski & IT Services
6.	Students return to tutor rooms. Absent tutors will be covered by the cover team.	Helen Noble
7.	Register sheets out to tutors with information re students who have permission to leave – this needs to include a column that the tutor ticks once the student has left.  Leadership to support on their year group corridor.	Julie Marriott Delivered by DHOYs
8.	Students who do not have permission to leave may then contact a parent by their own mobile phone (hide mobile number)– the tutor then needs to check permission has been granted and sign the student out on the register sheet – these students need to stay in tutor room if waiting for a parent to arrive – <u>do not send to reception</u> – office staff may need to send message to tutor rooms when parents arrive over the radio. The DHOY will then inform the tutor that a student can be released.	Tutors and DHOYs

9.	Co-ordinate Student Services and Reception	Claire Barden
10.	Students who are unable to contact home for permission need to be escorted to the below location by their tutor and the signing sheets to be handed over to the Year team.  KS3 – Main Hall KS4 & KS5 – Canteen	DHoYs and HoYs to supervise relevant year groups.
11.	Leadership to check number of students remaining and make a decision when register sheets can be handed over to Leadership from the Year Teams. At this point staff may leave at the Headteacher's discretion.	Mark Brennan
12.	Re-check if remaining students can leave and then decide who needs to remain.	Mark Brennan / Sharan Matharu
13.	Final sweep of the building to ensure all students have left.	SLT

NB: All staff to remain in school until the Deputy Headteacher, Mark Brennan, assesses that they are able to leave.