



Olive AP Academy  
SUFFOLK (CENTRAL)

Olive Academies

## Olive AP Academy – Suffolk (Central)

Document control table	
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<b>These are OA central guidelines to be adopted by all academies, but with local contacts and amendments included as relevant. Please return the localised version to OA central for filing and uploading on academy websites.</b>	

### Introduction

The Olive Academies (OA) Multi Academy Trust Board recognises its duty in ensuring the smooth operation of the timetable in its academies at all times. It is recognised however, that on occasion the normal day-to-day running of the academies may be interrupted due to severe weather conditions.

In circumstances such as these, the following procedures have been put into place to ensure the health, safety and well-being of all in our academy community. These guidelines are provided by the MAT but include local guidance as relevant.

#### 1. Pre-notification and information for staff and parents:

As the autumn term progresses and/or the National Weather Centre predict deteriorating weather conditions for our region, parents and staff are reminded of academy procedures in case of bad weather. These guidelines are also placed on the academy website.

#### 2. Procedures in the event of the enforced closure of the academy due to severe weather conditions:

Before a decision is made whether the academy (or one of its sites, where there are more than one) should open or not (enforced closure), consideration should be given to

- the distance staff must travel
- road/traffic conditions and
- local conditions for staff who travel on foot.

In addition, consideration should also be given to

- the condition of the academy site and
- surrounding area for parents and pupils who may have to travel on foot.

Once all the above have been considered the following procedures should be put into place:

- a) The headteacher will consult with the MAT executive team, facilities manager or business manager as relevant, and deputy headteacher

- b) The headteacher will decide based on the outcome of the above consultation and LA guidance (outlined below) bearing in mind the following options:
  - Closure for the full day
  - Closure at 12.00 noon and/or the arrangements for school dinners
  - Late opening eg 10am to allow time for staff to arrive
  - Opening at 1pm for the afternoon session
- c) The headteacher will instruct the Extended Leadership Team to begin informing staff via the cascade system
- d) The headteacher will inform the Local Authority's Emergency Zone Officer Debbie De Cova of the provision's closure and she will inform BBC Radio Suffolk.
- e) The Business Manager will ensure that the closure is posted on the provision's website.
- f) The headteacher and the ELT will inform staff and communicate headteacher's instructions regarding INSET activities for staff and/or ask that time be spent preparing for future lessons/activities where appropriate. Given the accuracy of weather forecasting, it is not unreasonable to expect staff, including administrative staff and learning support staff, to plan for the possibility of not being able to attend should severe weather be predicted.
- g) The administrative officer with transport responsibilities will ensure that taxis are informed of the closure.
- h) Parents will be informed of the school's closure via BBC Radio Suffolk or the school's website.
- i) The headteacher will inform the MAT CEO and facilities manager of the final decision. The Academy Advisory Board (AAB) will also be informed of closures at their meeting.
- j) The headteacher will ensure that should the academy open the provision of staffing in place is in accordance with health and safety legislation, bearing in mind pupil / teacher ratios, job descriptions and correct procedures for staff covering other classes, playtime arrangements, heating and lunchtime provision.

## **GUIDANCE NOTES: Closure of OA academies in adverse weather conditions**

1. The responsibility for academy closure rests with the headteacher in agreement with the CEO of OA MAT. The aim should be to keep academies open if this is at all possible taking full account of the health and safety of staff and pupils.
2. All academy staff should make every reasonable effort to reach their academies in adverse weather conditions. Consideration will be given to the nature of journeys staff must undertake, road conditions, the physical fitness of the individual and the availability of public transport. Should it be considered that a member of staff has not made every reasonable effort to reach the academy, e.g. when roads are open and traffic problems minimal, absence may be counted as unpaid leave.
3. There will be members of staff of some academies who already have health problems and for whom the struggle through adverse weather could be positively harmful. It is reasonable for headteachers to ascertain which members of staff may be so affected and to consider authorising them to be absent for the duration of exceptionally severe weather conditions.
4. Headteachers should ensure that appropriate plans have been made to cover the possibility that they cannot reach their academies after making every reasonable effort. They should instruct, by

telephone, the teachers who have managed to reach their academies to act on their behalf.

5. Headteachers and staff who have reached their academies should stay there if the physical conditions in the academies are satisfactory even if there are not many children in attendance.

Staff who are not required to teach should use their time in preparatory work/in service training/syllabus revision/administration etc – see section 2, f) above.

6. If the number of staff reaching any academy is adequate to cope with the number of pupils who have arrived, and if the academy is heated, then the MAT would expect the academy to remain open. Individual headteachers must decide if the number of staff present is adequate to allow appropriate supervision. These pupils (even if their numbers are small) should be provided with appropriate work and should be kept at the academy as long as the physical conditions are satisfactory and staff are available.

If it is impossible to provide school meals such pupils could be sent home at lunchtime providing appropriate arrangements have been made to ensure an adult is at home to receive them.

7. Headteachers are responsible for making the necessary arrangements following the decision to close including the informing of parents and other agencies as appropriate e.g. transport.
8. Headteachers should inform local radio stations **ONLY** if their academy is CLOSED.



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**Mrs Helen Fortes – Headteacher**

Dear parents/carers,

### **Academy procedures in the event of severe weather**

As the weather is now changing there is always the possibility of bad weather. Could we please appeal to you to ensure your child comes to academy equipped with a coat and hat to accommodate the cold weather and winds that may affect our playground. I would like to take this opportunity to advise parents of the procedures we have in place.

#### **a) Procedures for the start of the day**

Every attempt will be made to open the academy as normal during adverse weather conditions, but as a number of staff have substantial distances to travel to academy this may not always be feasible. Where it is impossible to ensure the health and safety of the children a decision will be made by the headteacher to either close or delay the start of the school day. This decision will be made available to parents via the usual method deployed in Suffolk namely an announcement on BBC Radio Suffolk (95.5/95.9/103.9/104.6FM). The provision will notify all taxi provisions immediately.

#### **b) Procedures for deteriorating weather throughout the day**

Should the weather deteriorate as the day progresses and parents are concerned about the health & safety of their children, they should use their discretion and if appropriate, collect them from the academy. The academy does not close, it remains open until the last child safely leaves the building.

We ask that parents do not telephone the academy to check this as the telephone lines may be needed in the event of an emergency.

Details of academy closure will also be added to the academy website <http://apsuffolk.oliveacademies.org.uk/> and the local radio notified.

Should you need further clarification of any aspect of the above, please do not hesitate to speak to me at the academy. Meanwhile on behalf of Olive Academy Suffolk Central, may I take this opportunity to thank you for supporting our policies and procedures, which ensure the health & safety of all in our academy community.

Yours sincerely,

Mrs Helen Fortes  
Headteacher

