



HIGHFIELDS
SPENCER ACADEMY

HIGHFIELDS SPENCER ACADEMY EMERGENCY SCHOOL CLOSURE PLAN

N.B. This plan should be read in conjunction with the following:

<https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings>

In the event of the school having to close due to bad weather, boiler breakdown or any other circumstances that lead to the school being cut off or not being available to the staff and pupils, the following 'Emergency Closure Plan' will come into force:

PLAN 1: Closure before the school has opened for the day

1. The decision to close will be taken by the Principal and Spencer Academies Trust by approximately 8am where possible. Information will be sent to parents via Class Dojo as soon as possible after the decision to close has been made and will also be posted on the school Twitter feed. (Where it is possible to make the decision the previous evening this will be shared with parents by 7.30pm, but parents will be given warning during the day where possible through Class Dojo). If parents cannot be contacted via Class Dojo they will be contacted via email or phone by Principal or another member of staff using details accessed via SIMS if needed.
2. The Principal will contact all staff members due in school that day- this will be through the staff Whatsapp group and school emails. These contact details are accessed via SIMS if needed and are held by SLT.
3. If the closure is for an extended period of time this will also appear on the school website and although there is no requirement to notify Derbyshire County Council, whenever possible they will be notified and the closure will be posted on Derbyshire's website which can be accessed here <https://apps.derbyshire.gov.uk/applications/school-closures/> or by searching Derbyshire Emergency school closures on your search engine. The emergency closures page will update as and when notifications are received, therefore it is recommended to continue to check or refresh the page.
4. The process will be repeated the following morning/s if the school is to REMAIN closed.

PLAN 2: Later Opening

Please note, in the event of inclement weather, or any other circumstances, it may be possible, to open the school at a slightly later time. Should it not be possible to open the school at a later start time, or in the event of an emergency, the following emergency procedure will take place:

1. The decision to close will be taken by the Principal after consultation with Spencer Academies Trust.
2. The Principal will start to contact all staff members due at the school that day.
3. The Principal will update Class Dojo and Twitter feed for the school. In the event that this is not possible the school office administrator/ Principal will contact parents via email and phone as quickly as possible.

PLAN 3: Closure during the school day

1. The decision to close will be taken by the Principal after consultation with Spencer Academies Trust.
2. The Principal will start to contact all staff members on the premises.
3. The Principal will update Class Dojo and Twitter feed for the school. In the event that this is not possible the school office administrator/ Principal will contact parents via email and phone as quickly as possible.
4. Arrangements CAN be made for children to go home with friends if parents are going to be delayed in getting to school, providing the school is notified of these arrangements.
5. Parents will be advised if the school will be opening the following day. If that information is not available at the time of closure PLAN 1 will come into force the following morning if the school is to remain closed. As with plan 1, if a decision can be made earlier, parents will be notified by 7.30pm via Class Dojo the night before, but this is not always possible.

Additional

It may be possible, in the event of a closure for staff and pupils for us to work with other schools within the Trust to use classrooms that they might have, but this would depend on their own circumstances and logistics within their school. In this event the Principal would work with Spencer Academies Trust and would inform parents of the arrangements.

However, in the event of a situation arising where many areas of the school are out of use, then it may be possible to access other community buildings such as a local Community Centre or nursery.

Emergencies and severe weather: schools and early years settings

From: Department for Education First published: 25 March 2014

Part of: Health and safety in schools

How headteachers and early years providers should plan for and deal with emergencies, including severe weather and floods.

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Emergency plans prepared by all local authorities are available on their websites. You can use these to help you make your own plan.

Making an emergency plan

When creating your plan you should:

- identify staff who are willing to volunteer for roles during an emergency
- nominate a member of staff to update the plan when circumstances change e.g. when staff named in the plan have left
- nominate a phone number to be given out to the public in an emergency
- identify someone responsible for updating the school website - and for keeping it updated - during the emergency

Your plan should contain:

- information on where to find parent contact details
- staff contact details for out-of-hours emergencies
- which staff members have agreed to perform which tasks during an emergency

Nominated staff should be trained to:

- contact/work with emergency services
- provide first aid
- move children to a safe place
- calm and comfort children
- contact parents
- deal with media interest

You should make sure you save your completed plan on computers and have paper copies in case the emergency causes a power cut. Paper copies should also be kept at nominated staff members' homes, for out-of-hours emergencies

You may find the following links useful when considering your plan:

Cabinet Office: preparation and planning for emergencies

<https://www.gov.uk/guidance/preparation-and-planning-for-emergencies-the-capabilities-programme>

Cabinet Office: pandemic flu
<https://www.gov.uk/guidance/pandemic-flu>

Coronavirus(Covid 19) guidance for schools
<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

Health and safety: advice for schools
<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>

Met Office: severe weather warning system
<https://www.metoffice.gov.uk/weather/guides/warnings>

During an emergency

You should:

- assess what is happening
- remind staff members of their emergency roles
- move children to safety if they are in danger
- alert emergency services if appropriate
- administer first aid if appropriate
- inform your local authority's emergency team as appropriate
- start an incident log – setting out details of the emergency and the actions taken to deal with it
- update your website with important information, including your emergency contact number

In case of bereavements you should inform pupils in a sensitive way, in small groups if appropriate.

Contacting parents

Brief the person who has been nominated to contact parents by preparing a concise script and rehearsing the message first.

Make sure your nominated person knows to:

- make the calls quickly, to prevent the spread of misinformation among parents
- keep a record of who has been successfully contacted, to avoid re-contacting people and wasting time
- give parents clear information about what they should do - for example, whether parents should follow their normal collection routine or pick up their child immediately. If the premises have been evacuated, let parents know where their children are being sheltered
- warn parents if there is a lot of media interest - journalists may try to get interviews with parents or children
- offer help with the arrangement of transport, if necessary and feasible

Severe weather

During severe weather conditions, such as flooding or snow, you should keep your school or early years setting open for as many children as possible.

However, it might be necessary to close temporarily due to inaccessibility or risk of injury. You should do all you can to reopen as soon as possible.

If flooding has significantly affected your school or early years setting, you should contact us directly (see incident team details at the bottom of this page).

If you are an early years provider and have had to move to temporary premises, you should check to see if you need to register with Ofsted at your new premises. Find more information on when to register with Ofsted.

School attendance statistics

Where children are unable to get to school due to severe weather conditions, they can be marked in the register using absence code Y. This means that their absence won't affect your school's attendance figures. However, if you believe that a child could have got to school, their absence should be recorded as unauthorised using code O.

Emergency plan details for Highfields Spencer Academy

<https://schoolsnet.derbyshire.gov.uk/site-elements/documents/administration/finance-and-legal/critical-incident-plan-guidance-and-template-march-2020.docx> Derbyshire schools should use this guidance and template for all critical incidents

Emergency contact details for school	<p>Anna Jones, Principal headteacher@highfieldsspencer.co.uk or annaones@highfieldsspencer.co.uk Out of hours Contact Number 07812 45776 But contact through email or class dojo preferred as checked regularly between 7am and 10pm</p>	Key holder YES
Other contacts for school	<p>Lianna Norman, Office Administrator info@highfieldsspencer.co.uk or liannanorman@highfieldsspencer.co.uk</p> <p>Luke Knight, Site Manager lukeknight@highfieldsspencer.co.uk</p> <p>Rachel Huntingford, Early Years Lead rachelhuntingford@highfieldsspencer.co.uk</p>	YES YES NO
First aiders at school (Sept 2020)	<p>First Aid at Work: Anna Jones, Lianna Norman, Luke Knight Paediatric First Aid: Anna Jones, Rachel Huntingford, India Rose McInnes, Rachel Wardle, Joanne Pickering, Laura North, Sophie Wildgoose, Ryan Gamble.</p>	
Chair of Governors	<p>Steve Workman Contact via info@highfieldsspencer.co.uk</p>	NO
Director of Primary Education for Spencer Academies Trust	<p>Angela O'Brien aobrien@satrust.com</p>	NO
How will parents be contacted?	<ol style="list-style-type: none"> 1. Class Dojo 2. Twitter feed updated 3. Email and phone calls to individual parents 	
How will staff be contacted?	<ol style="list-style-type: none"> 1. Staff Whatsapp group or text message/ phone call 2. Staff email 	
When will parents be contacted?	Parents and staff will be contacted by 8am on the day of the incident, unless the situation allows for the Principal to make the decision earlier (e.g. the night before)	
When will parents be notified if the closure is going to be more than one day?	<p>In the event that the incident is going to impact the safe opening of the school for another day the Principal will make this decision following the same process as in Plan 1, where parents will be contacted by 8am on the second or subsequent day (earlier if possible)</p> <p>All decisions by the Principal will be after consultation with Spencer Academies Trust Director of Primary Education or her appointed deputies.</p>	

Staff absence

If some of your teachers can't get to work, you should be flexible, for example, by:

- bringing together groups and classes with teachers and support staff working together
- using other school staff or volunteers to provide cover supervision or oversee alternative activities
- re-arranging the curriculum Reception and other infant classes (children aged 5, 6 or 7) should normally be taught in groups of 30 or fewer, but having more than 30 in one class due to exceptional temporary circumstances is not a reason to close the school or the class.

All staff must contact the Principal as soon as they are aware that they will be unable to get to work so that alternative arrangements can be put in place/ a decision can be made as to whether it is possible for the academy to open safely.

Statutory assessment disruption (e.g. Phonics Screener for Year 1, KS2 SATS)

You should prepare for possible disruption to exams as part of your emergency planning and make sure your staff are aware of these plans.

If you have to close your school or if a child misses a statutory test due to an emergency you should discuss alternative arrangements following the contact details below.

You are responsible for making sure parents and children know what has been agreed, for example:

- using alternative venues
- a test result being generated by the teacher and after moderation internally by SLT, based on factors such as a child's performance on other assessments/independent classwork in the same subject
- the opportunity for children to sit any missed test later than the government's arranged dates, only after this has been agreed using the contact details in the guidance below for a variation to the test timetable.

Contact details

<https://www.gov.uk/guidance/key-stage-2-tests-varying-the-test-timetable>

After a crisis

Arrange debriefing meetings for staff and pupils.

Depending on the nature of the crisis, the meetings could include plans for continuing lessons in the face of damage to the school and discussion about arrangements for trauma or bereavement counselling, which can be arranged through your local authority's emergency team.