

The academy may be unable to open for a variety of reasons including:

- Breakdown of heating
- Frozen or burst pipes
- Inaccessibility of roads and/or site due to very heavy snowfall

It is the responsibility of the Principal to decide whether or not to close the academy

The Principal will:

- Liaise with Vice Principal, Admin and Premises staff
- Inform the Local Authority on 01472 323147/323133, leaving name, name of academy, reason for closure and contact telephone number
- Inform staff and parents, via text messaging service
- Inform the Chair of Governors , explaining the reason for the closure
- Inform SPTA
- Inform staff
- Inform parents via twitter page

The Admin Staff will:

- Attempt to get to the school and switch on the answering machine to inform callers that the school is closed
- Contact parents and staff by text using the Teachers2Parents system
- Contact local radio stations i.e. Lincs FM, Compass FM, BBC Radio Humberside quoting the relevant security information

The ICT Co-ordinator will:

- Add information to school website and facebook page

Staff and parents should listen to local radio stations and check the North East Lincolnshire Council website for updates.

Please note, there is an expectation that staff will use the time at home to undertake appropriate work related activities, where possible.

When school re-opens staff should make every effort to get into work and should inform the Principal as early as possible if they are unable to get into school.

Staff may need to use public transport or walk to school if the distance allows. In the event that some staff cannot attend, the Principal may decide that some year groups remain at home.

J Morrell

October 2014