

Procedure for Emergency Closures

In events such as adverse weather conditions, severe staff illnesses, building issues etc, every attempt will be made to keep the School open in order to minimise disruption to teaching and learning. If the school has to close for the whole day, we will endeavor to make this decision as early as possible in the morning. Occasionally, if weather conditions deteriorate significantly the decision may be made to close school early in the interests of ensuring that students and staff get home safely.

FULL CLOSURE

The decision about closure will be made by the Executive Principal, having assessed the risks associated with opening the school to ensure full duty of care to students and staff. It is unusual for the school to know the day before that the School will definitely be closed, but the decision about closure will be made as early as possible. When deciding whether to close the school the following are taken into consideration: –

1. Which transport companies, if any, are running (this decision is made by the individual companies or the Local Authority transport teams and not the school).
2. If sufficient staff will be able to get to school to supervise students safely.
3. The probability of conditions worsening so making journeys home very difficult, e.g. transport being cancelled and/or treacherous road conditions.

If we do need to close the school, parents/carers will be informed through the following:

- The school website – www.autism.org.uk/vanguard
- Direct email – please ensure your email address is up to date
- Direct telephone call– please ensure your parental mobile number is up to date

CLOSURE DURING THE COURSE OF THE SCHOOL DAY

As a school, we understand the inconvenience and stress that an early closure can cause both parents and students, therefore the decision to close is not taken lightly. The number one priority is the safety of students and staff. If the School makes the decision to close early, parents will be informed in the same way as a full closure.

Students taking Public Examinations

Even if transport is not running and the school is closed we will make every effort to put on special arrangements for students taking public examinations. Students should make every effort to come into school unless advised otherwise; it may not be possible for us to arrange for them to be re-sat.

Work for Students

In the event of an unexpected school closure, staff will communicate with parents about the provision

For further information please contact Rachel.barnard@nas.org.uk