BALLARD

BESPOKE EDUCATION

EMERGENCY CLOSURE IN THE EVENT OF BAD WEATHER	
Reviewed by:	**Alex Robinson - Director of Estates**
Review Date:	**September 2026**
Next Review due:	**September 2027**

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Emergency Closure in the Event of Bad Weather

General

In the event of severe weather, the School will be open for all pupils and staff who can get here safely. It is emphasised that it is each person's responsibility, staff or parent, to decide what is safe.

The School will only be closed if the weather is so bad that it is inconceivable that a significant number of personnel can get to work safely or whether it is safe to be on site near buildings and trees– this judgment, based on prevailing weather conditions, road conditions and weather forecasts, will be taken by the Head in consultation with the Deputy Heads, Bursar and Director of Estates.

The School Caretaker will provide an update on the current weather conditions at school during a weekend or closure period to the Director of Estates, who will report any concerns to the Head allowing decisions to be made.

When School is Open

Staff who are able to safely make their way into school, are to sign in at the School Office, and then to move to the Heritage/chapel Room for briefing. All pupils should make their way to the PAC.

At the briefing, an alternative curriculum will be formulated and communicated for the day, although it is likely that the period up until morning break (and possibly beyond) may not necessarily take the form of formal teaching and learning, as it will be based on the numbers of pupils and staff who have arrived safely into school and likely to limit outside lessons and movement.

School Closure

In the unlikely event of school closure, a table outlining the decision process and the action to be taken is shown below. Contact telephone numbers are shown below:

PERSONNEL	CONTACT NUMBERS	ACTIONS
S. Turner - Headmaster	07368 920560	Liaise with Bursar, Deputies, Director of Estates. Decision to close the School
R. Munro - Bursar	07960 879352	Liaise with Transport Manager to ensure buses do not commence their journeys. Contact School Secretary to contact all parents and staff via iSAMS
N. Timbrell – Transport Manager and School Secretary	07920 107522	Contact all parents and staff via iSAMS. Contact those parents affected by school transport and the transport drivers via iSAMS
A. Robinson – Director of Estates	07751 507699	Liaise with Caretaker, report to Head and Bursar. Ensure safety of site closing and locking the school or returning busses. Ensure adequate signage. When weather allows ensure site is safe to return and report to Head/Bursar
C. Jackson – Deputy Head Pastoral	07511 606549	Direct any pupils and staff accordingly Begin planning alternative programme
V. Gray – Deputy Head Co-Curricular & Operations	07595 488378	Direct any pupils and staff accordingly Begin planning alternative programme
A. Povey – Estates Manager	07733 440233	Liaise with Director of Estates and carry out actions
T. Darby – School Caretaker	07788 166843 (On Site)	Ensure buildings are secured and keep Director of Estates updated on the situation
C. Dunford – Director of Marketing and Admissions	07748 655021	Update website with latest information

Parents should be regularly informed (bulletin and school website) that:

"In the event of severe weather, every effort will be made to leave the school open to allow pupils and staff who can safely get into school to do so. It is emphasised that it is each person's responsibility, staff or parent, to decide what is safe.

In the unlikely event of it not being possible to open, any decision to close the School due to bad weather or any other emergency will be communicated by iSAMS text message and email. If particular school buses are unable to run, we will notify parents by iSAMS text message and email. The School website will also be updated with the latest information. Pupils should be prepared to access schoolwork set by their teachers using Teams and OneNote (Years 3 to 11) and Email (Years N to 2)."

The above plan allows for the communication as far as Deputy Heads. From this point they are asked to initiate a cascade system of communication to ensure all members of staff are informed. Staff are asked to ensure that they maintain up-to-date contact details for those persons they are required to call. Up-to-date contact lists are held in the School office.

Equally important is that the staff, and parents are to be informed when the School is to be re-opened (once known).

Alex Robinson
Director of Estates
September 2026

Policy Log:
September 2021 updated
September 2022 updated
September 2023 updated
February 2024 updated ARO
September 2025 updated ARO
September 2026 Updated ARO