Extreme Weather Procedure Flowchart



Procedure for provision closure during the school day

Decision is made by Managing Partner to close the provision



Staff are alerted via text and email



Parents / carers / referring schools are alerted via text, phone call and website



Designated member of team to:

Coordinate transport home for pupils through referring schools and parents

This will be overseen by a member of SLT



Managing Partner to ensure the process happens correctly:

- All parents and carers are contacted
- Mode of transport to be established from referring school
 Taxi firms to be contacted
 - -Children who live furthest away to be prioritised
- Parents and carers contacted to check children have returned home



Designated SLT member to:

- Refer to priority list of staff members with difficult travel circumstances or medical conditions for leaving site
- coordinate departures when pupil numbers are low enough to make this safe



Designated team member to:

- Clear pathways / car park as appropriate to make exits safe