



ACADEMY CLOSURE PROCEDURE(S)

These procedures apply to closure of the Academy before the beginning of the school day and also during school hours. In both case the safety of staff and students is paramount. The Academy will try and stay open as far as possible.

In the event of adverse weather conditions, the decision to close will be made between the Academy, People Services and Public Transport at Redcar and Cleveland Borough Council and our current transport provider (ie Skelton Coaches). The ultimate decision to close the Academy lies with the Principal (Mrs Rachel Prentice).

Closure during school hours:

1. Decision made by the Principal, the Office Manager will be alerted to contact Skelton Coaches and the Local Authority requesting that they organise all buses and taxis to attend at the Academy for a specific time.
2. An email will be sent from the Principal and/or the Office Manager to alert staff in the first instance that the buses/taxis will be arriving at an approximate time, together with the estimated time of departure for students from the Academy. *This information will only be relayed to students at the latest possible time before the students' departure.*
3. Text message sent home to parents via the usual means informing them of the Academy closure.
4. At a convenient time (usually at a lesson change or at break or lunch) students will be requested by tannoy announcement to either:
 - make their way to the small atrium floor by floor or
 - make their way to their tutor rooms

In both instances students will be accompanied by members of staff, ie subject teachers or tutors/assistant tutors and supervised to the small atrium and out of the Academy building onto the buses when requested to do so. If at all possible, the usual bus duty staff will be expected to supervise the students outside of the Academy building and then off site.

5. When all students are safely off Academy premises, staff will be allowed to go home at the request of the Principal.

Closure before Academy opening:

1. Caretaker opens the Academy site at 6.00 am and will report to the Principal and the Office Manager with any reason for an Academy closure. In the case of snow, a contractor may be contacted to clear the bus lanes.
2. The Principal, the Caretaker on duty and the Office Manager will consult as to the ultimate decision.

The Office Manager will also contact Transport Services at Redcar and Cleveland Borough Council and our current transport provider (ie Skelton Coaches) to cancel all taxis and buses.

3. A text message will be sent by the Office Manager to all parents via the usual system to inform them the Academy is closed.
4. A text message will also be sent to staff to inform them of the Academy closure.
5. The Office Manager will contact the Local Authority to enable all relevant details are put onto the Redcar & Cleveland Borough Council website.
6. Details of any closure will be notified to BBC Radio Tees.
7. Relevant details and any updates will be available on the Freebrough Academy website.

Please note the decision to close the Academy will be made by 7.00 am on the morning of the closure.