



# Holyhead

Teach What Matters

## Emergency Closure Procedure

We are determined to do whatever we can to stay open to staff and students despite any adverse weather conditions or issues with water or power.

We will endeavour to have done the following by 6:30am on any day we must close the school:

- The following radio stations will be alerted of school closure:

Free Radio	-	96.4FM	( <a href="http://www.freeradio.co.uk">www.freeradio.co.uk</a> )
BBC Radio WM	-	95.6FM	( <a href="http://www.bbcwm.co.uk">www.bbcwm.co.uk</a> )
Heart FM	-	100.7FM	( <a href="http://www.heart.co.uk">www.heart.co.uk</a> )
Capital Radio	-	102.2FM	( <a href="http://www.capitalfm.com/birmingham">www.capitalfm.com/birmingham</a> )
- Placed a message on our social media feeds, 'X' (formerly Twitter) '@holyhead\_school'.
- Sent a text message to all the mobile phone numbers of parents/carers with parental responsibility we currently have in Arbor.
- Sent an email to all the email addresses of parents/carers with parental responsibility we currently have in Arbor.
- Placed the appropriate message on the school website, [www.holyheadschool.org.uk](http://www.holyheadschool.org.uk), for example:
  - Open for all students
  - Open but late start (and instructions will follow)
  - Closed to all students except for those sitting examinations.
- Notified the local authority: Birmingham City Council.

The decision to close the school, unless directed by Birmingham City Council, is always made in the morning. However, if there is any additional information that we feel would be helpful to share with parents/carers we will update the website at the earliest opportunity.

We will do all we can to stay open. However, there may well be health and safety reasons which would mean we would have to close during the day and send students home before 3:15pm. **It would be very helpful if you could make provisional arrangements, such as a place of safety, which may be your home, to which your son/daughter can go in case this should happen and make sure that your child understands them.**

We have been reviewing our procedures and are planning to complete the following if we **close during the school day**:

- Notify the local radio stations (especially Heart FM West Midlands, BBC Radio West Midlands and Free Radio West Midlands).
- Send a text message to all the mobile phone numbers of parents/carers with parental responsibility we currently have in Arbor.
- Send an email to all the email addresses of parents/carers with parental responsibility we currently have in Arbor.
- Placed the appropriate message on our school website, [www.holyheadschool.org.uk](http://www.holyheadschool.org.uk), and social media feeds.
- Thirty minutes later, we will send the students home. Any students who are unable to make their own way home may remain in school until 3:15pm.

We hope you appreciate that any decision to close the school is never made lightly. The safety of students, parents/carers and staff will always remain the priority when making decisions.