



# Suspension of Normal School Routine

Whole school	WEBSITE
Statutory?	No
Reviewed	January 2019
Next review	January 2022

# **PROCEDURE FOR THE SUSPENSION OF NORMAL SCHOOL ROUTINE**

## **Aims**

- To ensure that parents, children and staff are not at risk by making unnecessary journeys.
- To communicate effectively decisions made about suspension of normal routine to children, parents and staff.
- To provide a safe environment and a programme of activity for those who are in school.

## **Decision to suspend normal routine**

This will be made by the Principal, following consultation with Section Heads.

1. The school may suspend normal routine under the following circumstances:
  - i) If buses and trains are not operational;
  - ii) If the meteorological office issues a safety warning that it is unwise to travel;
  - iii) If there is a safety hazard or serious health and hygiene risk in one or more sections of the school, the normal programme will be suspended in that section or sections.
2. The decision will be made as early as practicably possible and the information disseminated immediately the decision has been taken.
3. King's Ely Senior (KES), King's Ely Junior (KEJ), King's Ely Acremont (KEA) and Nursery (KEAN) will all suspend normal lessons once the decision has been made.
4. A supervised programme will be provided for children who are boarders, for those who arrive at school knowing their parents have not been alerted to the closure, and, if appropriate, for those children whose parents find it impracticable to keep them at home at very short notice.
5. This supervision will be maintained until such time as parents can safely collect their children or until the children themselves can travel home safely. The nature of the programme will depend upon the availability of teaching staff.

## Timing of the decision to close

1. If it seems **certain** that i, ii and/or iii above will apply, the decision to suspend on the following day should be taken before the end of afternoon school. This should be conveyed to pupils present and a written communication should be made to parents (via KingsPost).
2. If it seems **likely** that above i, ii and/or iii will apply, a written communication to parents must be sent out with day children indicating the procedure.
3. If conditions deteriorate overnight in an unexpected way, the leadership team will be contacted by the first member who discovers that fact and the team will meet in the Principal's office without delay; the decision will then be communicated to staff/parents (*see Communication below*).
4. If conditions deteriorate during the day in an unexpected way, the decision to suspend lessons early will be communicated to parents and individual arrangements will be made.

## Communication

1. The leadership team in such an event will consist of the Principal, Section Heads, and Chief Operating Officer (or in his absence the Business Manager).
2. The communication team will be Section Heads, Chief Operating Officer, Main Reception and key members of staff.
3. Parents will be informed of any closures via an ISAMS SMS and an email via Kingspost. The Principal will contact the Director of ICT Systems or Data Base Manger to arrange the distribution of a specified message.
4. The school's website will be adjusted to carry, on its front page, an emergency notice. The Principal will contact the Media and Marketing Manager, Head of Media and Public Relations or Director of ICT Systems to arrange for the website to be adjusted. In the event that computer access is restricted, the school website supplier can be contacted directly to adjust website accordingly (The Web Kitchen, 020 7436 8912)
5. If the decision to close the school is taken due to snow or severe weather conditions the local radio stations will be contacted early morning from 0700. *BBC Radio Cambridgeshire* (95.7MHz and 96.0MHz FM), *Heart Radio* (103 and 102.7 FM) and *Star FM* (107 for Cambridgeshire), KLFM 96.7 (Wisbech only) will broadcast messages. To add King's Ely to the list being broadcast, Radio Cambridge will be contacted - 01223 287132, Heart Radio - 01223 623830 (Cambridgeshire.new@heart.co.uk), and Star FM – 01223 321107 (Natasha.bennett@starradioonline.com), KLFM – 01553 771778 (news@klfm967.co.uk) Our DfE no. (873/6005) and the current password need to be quoted. The password (which is changed on an annual basis) will be issued to all relevant senior staff (The Principal, Heads of School, Chief Operating Office, Business Manager) and relevant members of the administrative

staff (Principal's PA, Head of KES's PA, Head of KEJ's PA, Head of KEA's PA, Office Manager, Head Receptionist) by the Chief Operating Officer after Michaelmas half term. The radio station will need the name of the school and a brief message as well as the password. This communication will be made by the Principal (or her deputy if absent) or the Chief Operating Officer.

6. The school's main telephone numbers will carry a voicemail message

Main Reception	01353 660700
KEJ	01353 660730
KEA & KEAN	01353 660514

7. The decision to cancel school buses will be transmitted to the drivers by the Business Manager or Database Manager.
8. The decision to suspend normal school will be communicated to All Staff by the Chief Operating Officer or Business Manager.

### **Staffing the school in case of closure**

1. When a decision is made to suspend normal school, no lessons will take place.
2. Those children in school will be supervised/fed in houses and/or the school buildings in their own sections of the school.
3. Academic staff that are safely able to reach the school should attend by 08.30 and report to their respective Section Heads for a briefing in the common room.
4. Support staff that are safely able to reach the school should attend at their relevant start time and report to their line managers. Support Staff Managers will be briefed by the Chief Operating Officer or their nominated deputy
5. All staff unable to attend should contact the school so Section Heads have a clear picture of who is available to support those at school.

KES	01353 660723
KEJ	01353 660732
KEA & KEAN	01353 660515
Support Staff	01353 660700

6. Section Heads will inform caterers of catering requirements as soon as possible.