



Emergency School Closure Procedure

These are the arrangements should we suffer disruption from extremes of weather or other events that would cause us to take a decision to close the school.

Many of our students travel long distances, therefore we will make every effort to make decisions in good time.

Early Morning Closure

If the school is to be closed on any school day because of adverse weather conditions or a particular problem on the school site, **we will update the school website (www.heathrow-utc.org)** with the relevant information.

We will also text all parents- please ensure your mobile numbers are up to date. Please be aware that during intense use that text messages may be delayed on the system.

During the Day

If the weather conditions deteriorate during the school day to the point where public transport cannot be guaranteed at the end of the day, or where making the journey home could be hazardous, we will make arrangements to release the students early if you have given your permission.

If we have been unable to contact families students will stay until their normal leaving time. We will only ask students to remain on site later than this in exceptional circumstances.

Please note that students will be allowed to use the school telephone to call parents if they need to ensure a safe journey home.

Adult students will be able to make their own decisions.

After the initial closure, please keep an eye on the school website for further details.

We will use the same procedure in the event of other issues causing the school to close early.

We hope that these procedures will help keep our students safe while avoiding unnecessary inconvenience to yourselves as parents/carers.

Decision making process.

Senior staff who live locally will alert the Principal to potential difficulties or the Principal will contact colleagues for information about local conditions. If a decision to close is likely the Principal will, if practical, consult the Chair of Governors. If the decision to close is made the Principal will initiate the closure procedure.

Closure Procedure

Website notice	Business Manager
Text alert	Business Manager
Early closure Informing parents	Office Manager