



**PROTOCOL FOR CLOSING AN ACADEMY
IN DISCOVERY MULTI ACADEMY TRUST
SEVERE WEATHER AND OTHER REASONS FOR CLOSURE**

Approved and signed by the Board of Trustees

JANUARY 2017

This note offers advice to MAT leadership, premises and office staff on the actions needed in the case of academy closures, including shutdowns due to severe weather conditions.

Decisions concerned with academy closures are made on an individual academy basis by the Chief Executive Officer (CEO), **Alison Nettleship**, to reflect local circumstances.

If the CEO is not available, **David Tytherleigh** (Chair of the Board of Trustees, Discovery MAT) can act on the academy's behalf.

1. SCHOOL CLOSURE (INCLUDING SEVERE WEATHER CONDITIONS)

In the event of **multiple** school closures across the city, the Assistant Director for Learning and Communities in Plymouth City Council will liaise with the Civil Protection Unit, Emergency Services and other Council departments to offer advice to Schools' Emergency Management Teams.

If this advice is to recommend that schools in general close, this will be given out by local radio stations and communicated via the council's official social media pages to help parents. The council's message on Twitter will be re-tweeted by the @discoverymat Twitter account, and will also be listed on the Discovery MAT website (www.discoverymat.co.uk)

2. CLOSURE ASSESSMENT CRITERIA

The CEO, in consultation with the Head of School(s) and if possible, the Board of Trustees should assess the situation when taking account of the following:

- The safety and accessibility of the site and surrounding area
- The availability of heat, light, power and water
- Availability of staff
- Availability of meals

3. COMMUNICATION OF A DECISION

The decision to close an academy should be taken at an appropriate time. This should allow for adequate communication to parents and pupils. **Parents should be asked not to call the media as this may impede communication between the academy and the radio stations.**

In the event that weather conditions deteriorate overnight, the CEO should liaise with academy's Site Managers to check the conditions against the above criteria.

4. DISTRIBUTION LIST

The CEO has set up an email distribution list that includes all the relevant people to inform when a decision to close an academy is made (see table below). The nominated person to contact this distribution list in the event of an academy closure is **Sarah Buckle** (PA to the CEO/Business Support Officer).

NB: This list should be saved by the following nominated persons, to ensure that it can be accessed either from the academy itself or from other locations if it is not possible to issue emails from the site itself:

Alison Nettleship – Chief Executive Officer, Discovery MAT

David Tytherleigh – Chair of the Board, Discovery MAT

Jackie Sparrow – Head of School, Oakwood Primary Academy

Lisa Evans – Head of School, Beechwood Primary Academy

Rachel Dibben – Head of School, Weston Mill Community Primary Academy

Leslie Rust – Site Manager, Weston Mill Community Primary Academy

Andrew Day – Site Manager, Oakwood and Beechwood Primary Academies

Sarah Buckle – PA to the CEO/Business Support Officer, Discovery MAT

NB: Remember to inform any scheduled visitors to the academy of the closure in addition to those on the distribution list.

DISTRIBUTION LIST:

WHO	WHY	EMAIL
Education Team and Communication Team (Plymouth City Council)	This will be the main source of information for updating the Council website and ensuring accuracy	schools.closures@plymouth.gov.uk
School Transport Team (Plymouth City Council)	The team will inform transport operators	school.transport@plymouth.gov.uk
CATER ^{ed} (school meals provider)	To inform staff that the academy will be closed	catering@catered.org.uk
Heart FM BBC Radio Devon Radio Plymouth Radio Cornwall	They will alert listeners about the academy closure	news.devon@heart.co.uk radio.devon@bbc.co.uk news@radioplymouth.com radio.cornwall@bbc.co.uk

Only in emergencies where emails are not available should the MAT call those on the distribution list. The numbers to use are listed below:

Assistant Director for Learning and Communities	01752 307465
Communications (Plymouth City Council)	01752 307816
Heart FM	01392 354230
BBC Radio Devon	0845 301034
Radio Plymouth	01752 389539

When the email has been received, it will be broadcast on local radio and published by Plymouth City Council's corporate communication team at the website page address below:

www.plymouth.gov.uk/schoolclosures

The MAT should ensure that parent/carers are aware of the Plymouth City Council's official social media channels, as information will also be provided on these.

Twitter: <http://twitter.com/plymouthcc>

<http://twitter.com/discoverymat>

Facebook: <http://facebook.com/PlymouthCityCouncil>

N.B If conditions prevent staff getting to work, they should call their Head of School.

Office staff from the MAT should ensure that a message is placed on the academy website. The following persons have this responsibility:

Weston Mill Community Primary Academy website: Kelly Mason

Oakwood Primary Academy website: Karen Headridge

Beechwood Primary Academy website: Michelle Critchlow

Discovery MAT website: Sarah Buckle