



**COUNTESTHORPE LEYSLAND
COMMUNITY COLLEGE**

**COLLEGE CLOSURE PROTOCOL
2019 – 2020**

Protocol Reviewed and Adopted by the Governing Board on: September 2019
Signed (Chair of Governors):
Date of Next Review: September 2020
Responsible Officer: Principal

Bad Weather / College Closure Protocol

Countesthorpe Leysland Community College may be closed at short notice due to a number of reasons, for example, problems due to bad weather, or with heating, electricity etc.

CLOSURE BEFORE SCHOOL STARTS: A decision to close the College will be made by the Principal. A text message will be sent to all staff and parents and the College website will be updated together with the local radio announcements. It is important that as few people as possible are phoning school between 7:30am and 9:00am so that staff are able to deal with the emergency efficiently.

CLOSURE DURING THE SCHOOL DAY: For safety reasons, students cannot be sent home during the school day until the College has made sure that it is safe for them to make their own way home. In practice this would mean having to use the text messaging service or if this fails a direct telephone call to the emergency contact. As this will take some time, the College will only close if the situation is very severe. Parents who are concerned about local conditions are welcome to collect their child from school. If the College cannot contact the parent, the student will remain in school until they are collected. It is important that parents do not keep telephoning the office as this prevents the College from dealing with the emergency.

In case of an Emergency College Closure please refer to the information below and ensure you listen out for any messages regarding school disruptions due to bad weather on Radio Leicester 104.9 FM or visit, BBC Radio Leicester web site: <http://news.bbc.co.uk/local/leicester/hi/>

The College will also endeavour to send a text message to parents to keep them fully informed. Please also keep viewing the College website <http://www.clcc.college> or Twitter @countesleys or facebook.com/countesthorpeleysland