



Goldwyn School

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Cold Weather Closure Action Plan

Review Body:	Goldwyn Strategy Board
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Review Period:	Annual
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Last Reviewed:	January 2023
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Review Date:	September 2023
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COLD WEATHER ACTION PLAN

The Principal, in liaison with senior colleagues, will assess the risk to staff and students taking account of the following information:

Advance weather forecast.

- Weather conditions on the day (key members of staff live very locally and will be able to assess the conditions directly early in the morning).
- Whether public transport is running (see TV and radio).
- Whether local roads, and the main routes along which staff will travel to work, are clear.
- Whether school transport is safe to run (Tony Lucey will assess and inform Principal by 6.30 am).
- The condition of the school sites: (Stuart Davis and Mark Sibley will assess and inform principal by 6.30am).

On the basis of assessment, the Principal and SLT will decide on one of the following options for each school:

- to open the school as normal.
- to open the school to some students. (Partial opening)
- to close the school to students but open to staff.
- to close the school to staff and students.

1. If the decision is made to close all or part of a school

If the decision is made to close all or part a school, the Senior team will co-ordinate the following steps:

- Inform parents and staff via text message by 7am (James Whatley/Kerry Greene/ Alison Kane)
- Put information on the Kent school closures site (James Whatley/Kerry Greene/ Alison Kane)
- Put information on the school website (Delyth Hickman).
- Let transport providers know (Kerry Greene/Tony Lucey).
- Inform the Local Authority (Kerry Greene).

Unless they hear to the contrary, staff should assume that they are expected to report for work. Staff will be messaged by 7am to notify them that their site will be closed/partially closed and SLT will co-ordinate their expected work.

The Senior teams for each site will co-ordinate work teams - Teachers/TAs and Pastoral.

In the event of full closure of a school site we will provide;

- Virtual live lessons am and pm
- Virtual learning platform activities (Such as Mymaths/Readtheory)
- Daily subject assignments activities
- Pastoral wellbeing calls
- Any additional staff that can be deployed to other centres in the Goldwyn group will be redeployed (home residence applies)

In the event that a site partially closes we will provide;

- Virtual learning platform activities (Such as Mymaths/Readtheory)
- Daily subject assignments activities
- Pastoral wellbeing calls
- Any additional staff that can be deployed to other centres in the Goldwyn group will be redeployed (home residence applies)
- If staffing permits we may be able to offer Virtual live lessons also - If not we will provide a learning support live drop in session

2. If the School is open to any staff or students

If the school is open to any staff or students, the Senior Team will co-ordinate the following steps:

Clear areas of the sites identified as priorities and lay grit (Stuart Davis to oversee):

- Turning circles
- Playgrounds
- Main entrances
- Pathways

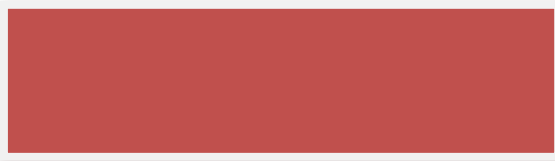
Senior Staff in each school site

- Ensure that there are sufficient staff on both Receptions and any additional phone lines to answer calls from staff and parents.
- Deploy staff to provide safe cover and appropriate learning opportunities (Vice Principals/Centre Managers).
- Ensure that staff are in place to taxis as they arrive so that students are taken into school in a timely fashion (Vice Principals).
- Meet students from transport, bearing in mind the need for safe moving and handling and support for students with challenging behaviour (Vice Principals).
- Liaise with School Meals Service to ensure that arrangements are made for school meals (James Whatley).
- Assess the risk of timetabled activities and take appropriate action (teachers in liaison with their line managers).
- Assess the need to close the school early or to allow students to leave school as and when transport arrives (Tony Lucey/Kerry Greene).
- Inform parents by text if students are going to leave school early (Kerry Greene/James Whatley/Alison Kane)
- Assess the risk of activities (training/meetings etc) planned for after school and take appropriate action to cancel or curtail them as appropriate (all members of SLT).

3. During any period of closure

During any period of closure, the Principal will co-ordinate the following steps:

- Liaise with the site manager to ensure that heating is kept running and that every effort is made to clear the site in readiness for students' return.
- Update information for parents on the school website (Delyth Hickman).
- Liaise with the transport co-ordinator to establish when school transport will run (Kerry Greene/Tony Lucey).
- Keep the Local Authority informed (Kerry Greene).
- Send a text alert to staff and parents once it is possible to reopen the school (Kerry Greene/James Whatley/Alison Kane).



5.00am onwards
Kerry Greene/Stuart Davis/Sarah Miller/Gregoire Godin assess weather conditions and the running of school transport (TV, Radio, Website) and discuss the situation

6.30am
Kerry Greene rings school transport manager to make decision on safe travel

6.30am
Kerry Greene to discuss with Stuart Davis to find out if school sites will be accessible by 9 a.m.

Kerry Greene to make a decision on information available to open or close the schools.
Inform SLT at schools sites

If No text is received staff are expected to make every effort to attend work

7.00am if school is to be closed
Delyth puts closure information on school websites and Kerry informs LA
Kent school closure website updated

7.00am
If closed to students
Kerry Greene/Tony Lucey let transport providers know.

Text families, staff and transport. Staff will be directed by SLT

7.00am
If closed to students and staff
Kerry Greene/James Whatley/Alison Kane to text parents, staff and let transport know.

Staff will not be required to come into work (work at home or redeployed to another site) - co-ordinated by SLT