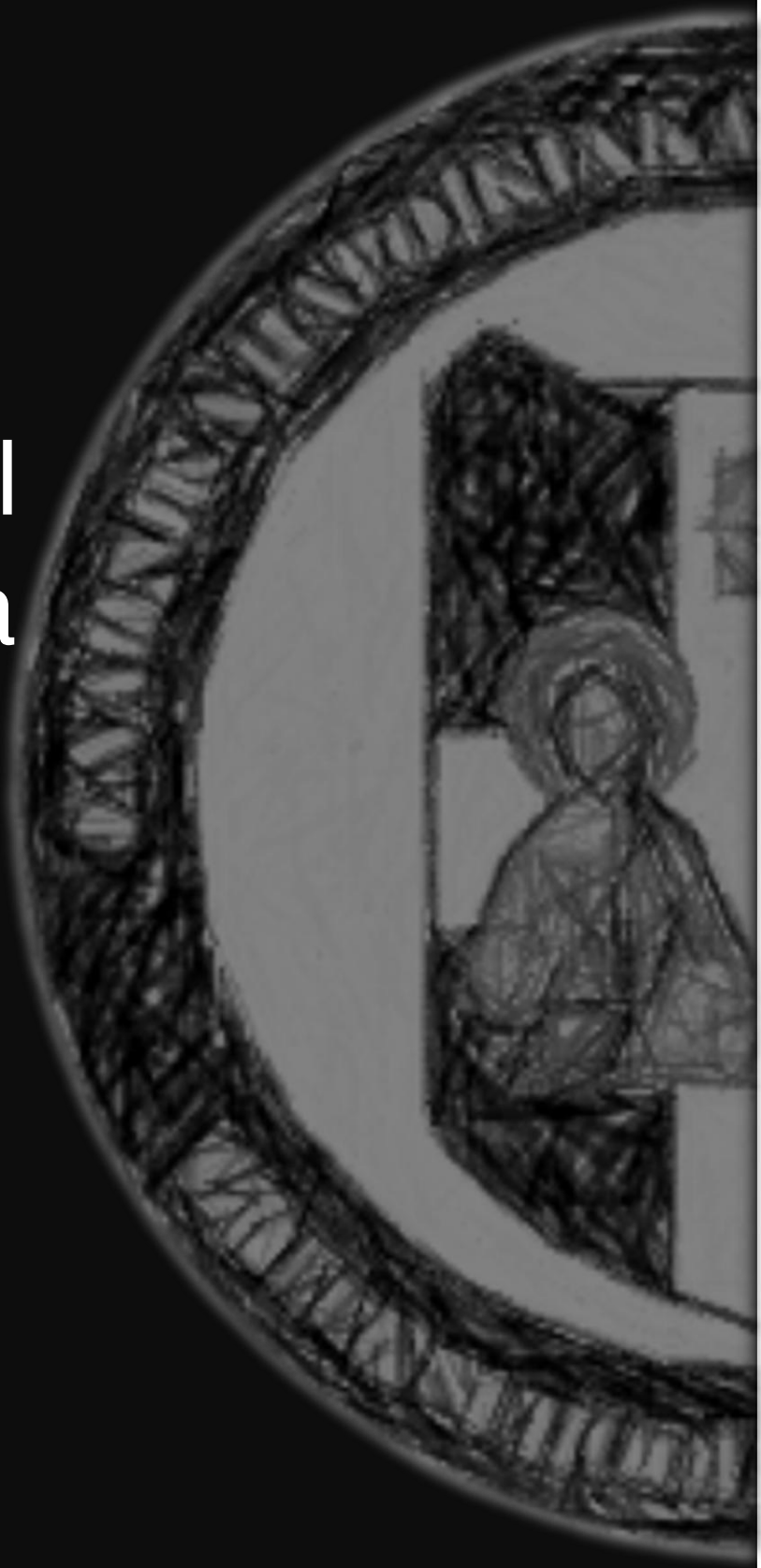
Greek School of Ayia Triada Birmingham



School Closures

Contents

1. The School Closure Policy

The Centre: Greek School of Ayia Triada Birmingham
20226
Head of Centre: Dr. S. Tryfonos

Legal:
To comply with legal requirements and procedures, Safeguarding Policy and Health and Safety Policy

Monitoring and Review:

This policy will be subject to continuous monitoring, refinement and audit by the Head of Centre and Management board of the Greek School of Ayia Triada Birmingham.

The Head of Centre and the Management board will undertake a formal annual review of this policy for the purpose of monitoring the efficacy with which the related duties have been discharged, by no later than one year from the date shown below or earlier if significant changes to the system will take place of if by legislation, regulatory requirements of best practice guidelines so required

Official Reviews of this policy: Management Board beginning of year

Next Review: April 2027 **Updated:** January 2026

Prepared initially by: Dr. S. Tryfonos Head of Centre 1st Feb 2018

Aproved by: Management Board Greek School of Ayia Triada Bham 1st Feb 2018

1. Purpose of the Policy and Aims

The purpose of this policy is to ensure the safety and wellbeing of all pupils, staff, volunteers, and visitors during periods of adverse weather. The Greek School of Ayia Triada Birmingham is committed to maintaining continuity of learning wherever possible while prioritising safety in accordance with UK safeguarding and health and safety requirements.

2. Scope

This policy applies to:

- All pupils enrolled in the Greek School of Ayia Triada Birmingham
- All teaching and non-teaching staff
- Parents and carers
- Visitors, including external instructors and volunteers
- All school activities, including lessons, examinations, rehearsals, trips, and off-site visits

3. Types of Adverse weather conditions

The school may close, partially close, or modify operations due to any of the following conditions:

3.1 Severe Snowfall and Ice

- Unsafe travel conditions for pupils, staff, and parents
- Icy or blocked access routes to the school building
- Insufficient heating or unsafe indoor temperatures

3.2 Storms and High Winds

- Risk of falling debris, trees, or structural damage
- Unsafe walking or driving conditions

3.3 Flooding

- Flooding in or around the school premises
- Road closures or unsafe travel routes

3.4 Extreme Temperatures

- Indoor temperatures below legal minimums
- Heatwaves affecting pupil health and safety

3.5 Public Transport Disruption

- Train, bus, or road closures preventing safe arrival of staff or pupils
- Severe delays that compromise supervision ratios

3.6 Any Other Emergency Weather Event

- As advised by the Met Office, local authorities, or emergency services

4. Reasons for Closures

The school may close when:

- **It is unsafe for pupils, parents or staff to travel** to or from school
- **The school site cannot be made safe**, including entrances, playgrounds, or internal areas

- **Staffing levels fall below safe supervision ratios** due to weather-related absences
- **Heating, electricity, or water systems fail** due to weather conditions
- **Emergency services advise against travel**
- **Risk assessments indicate a significant hazard** to pupils or staff

Safety is always the overriding factor in any closure decision.

5. Decision making processes

The Headteacher, in consultation with the School Management Board and site management, will:

1. Assess weather forecasts and local conditions
2. Conduct a site safety review (where possible)
3. Consider staff availability and travel safety
4. Review safeguarding and supervision requirements
5. Make a decision as early as possible (usually up to 18 hours prior to the lessons to provide enough time for parents and staff to be aware of the closure and switch lessons preparations from onsite into online)

Decisions will be made with reference to:

- Met Office warnings
- Local authority guidance
- Police and emergency services advice

6. Communication during closure

Parents and staff will be informed through:

- **School WhatsApp groups**
- **Classdojo**
- **Email notifications**
- **School website or social media (if applicable)**
- **Direct phone calls** in urgent cases

The school will aim to notify families **no later than 7:30am** for morning closures, or as soon as possible for sudden changes.

7. Lessons during adverse weather conditions

7.1 If the School is Closed

- Where possible, **remote learning** may be offered through emailed worksheets or online platforms.
- Teachers may provide **revision materials**, reading tasks, or homework to maintain continuity.
- Attendance will not be required, but pupils are encouraged to complete assigned work.

7.2 If the School Remains Open

- Lessons may be modified depending on staffing and safety.
- Outdoor activities will be cancelled if conditions are unsafe.

8. Examinations

8.1 Internal Exams

If internal assessments or mock exams are scheduled:

- Exams may be **postponed**, **rescheduled**, or **replaced with alternative assessment methods**.
- Parents will be informed of new dates as soon as possible.

8.2 External Exams (e.g., GCSE Greek, Ellinomatheia)

- The school will follow the guidance of the **exam board**.
- If travel is unsafe, the school will support pupils in applying for special consideration where applicable.
- Alternative arrangements will be communicated promptly.

9. School Trips and Visits

All off-site activities will be **cancelled or postponed** if:

- Weather conditions pose a risk during travel
- The destination site is unsafe or closed
- Staff supervision ratios cannot be met
- Public transport is disrupted

Refunds or rescheduling will be handled according to the school's trip policy.

10. Re-opening after closure

The school will reopen once:

- The site is confirmed safe
- Staff can travel safely
- Heating, electricity, and water systems are functioning
- Risk assessments confirm no remaining hazards

Parents will be notified as soon as reopening is confirmed.

11. Responsibilities

11.1 School Responsibilities

- Ensure timely communication
- Conduct risk assessments
- Maintain safe premises
- Follow safeguarding and health and safety laws

11.2 Parent Responsibilities

- Check school communications regularly
- Ensure children are dressed appropriately for weather conditions
- Make safe travel decisions based on local conditions

11.3 Staff Responsibilities

- Inform the school promptly if unable to travel
- Support remote learning where possible
- Follow emergency procedures

12. Legal and Safeguarding Compliance

This policy aligns with:

- UK Health and Safety at Work Act
- DfE guidance on school closures and safeguarding
- Local authority emergency planning expectations
- Duty of care requirements for supplementary schools

13. Review of Policy

This policy will be reviewed **annually** or sooner if:

- Legislation changes
- Significant weather events highlight new risks
- The School Committee identifies areas for improvement

SECTION B

14. Staff Operational Procedures during Adverse Weather Conditions Closures

This section outlines the required actions and responsibilities of all staff members before, during, and after adverse weather events that may affect school operations. These procedures ensure safety, safeguarding compliance, and continuity of learning.

14.1 Pre-Closure Procedures

14.1.1 Monitoring and Readiness

All staff must:

- Monitor school communications (email, WhatsApp staff group) for updates from the Headteacher or School Committee.
- Check local weather forecasts and travel conditions before leaving home.
- Inform the Headteacher **as early as possible** if travel is unsafe or significantly delayed.

14.1.2 Site Safety Checks (Designated Staff Only)

The Headteacher or designated site lead will:

- Inspect entrances, pathways, and car parks for ice, snow, flooding, or debris.
- Assess indoor temperatures and heating functionality.
- Confirm that emergency exits are accessible.
- Report any hazards immediately to the School Committee.

14.1.3 Staff Availability Assessment

The Headteacher will:

- Confirm which staff can safely travel to school.
- Determine whether safe supervision ratios can be met.
- Decide whether lessons can proceed safely or require modification.

14.2 Procedures During School Closure

14.2.1 Staff Communication

All staff must:

- Acknowledge closure notifications promptly.
- Remain available for updates unless otherwise instructed.
- Follow instructions regarding remote learning or rescheduling.

14.2.2 Remote Learning Responsibilities

Where appropriate and feasible, teachers should:

- Provide revision materials, worksheets, or online tasks.
- Communicate learning expectations clearly to parents.
- Ensure materials are accessible and age-appropriate.
- Avoid requiring real-time online attendance unless previously arranged.

14.2.3 Safeguarding During Remote Learning

Staff must:

- Avoid one-to-one video calls with pupils.
- Use only approved school communication channels.

- Report any safeguarding concerns following the school's Safeguarding Policy.

14.3 Procedures if the School Remains Open

14.3.1 Modified Lesson Planning

Teachers should:

- Adjust lesson plans to accommodate reduced attendance or staffing.
- Avoid activities requiring outdoor movement or unsafe equipment.
- Prioritise core learning and wellbeing.

14.3.2 Supervision and Duty Adjustments

Staff may be reassigned to:

- Indoor supervision
- Additional classroom support
- Pupil safety monitoring at entrances and exits

The Headteacher will coordinate all adjustments.

14.4 Examinations During Adverse Weather

14.4.1 Internal Exams

Teachers must:

- Securely store exam papers if exams are postponed.
- Prepare alternative assessment dates.
- Communicate changes to pupils and parents.

14.4.2 External Exams

Staff must:

- Follow exam board instructions.
- Document any pupil absences due to unsafe travel.
- Support pupils with special consideration applications where applicable.

14.5 School Trips and Off-Site Visits

If a trip is scheduled during adverse weather:

- The trip leader must conduct a **dynamic risk assessment**.
- Staff must follow the Headteacher's decision to cancel or postpone.
- All parents must be informed immediately.
- Staff must ensure pupils remain safely supervised on site if the trip is cancelled.

14.6 Staff Travel Safety

Staff are **not expected** to take unreasonable risks to attend school.

Staff should:

- Avoid driving in unsafe conditions.
- Use public transport only if routes are safe and operational.
- Inform the Headteacher immediately if travel becomes unsafe.

No staff member will be penalised for prioritising personal safety.

14.7 Reopening Procedures

Once the school is ready to reopen:

14.7.1 Staff Responsibilities

- Arrive early if safe to help prepare classrooms.
- Check heating, lighting, and classroom safety.
- Remove any hazards (e.g., wet floors, slippery entrances).
- Resume normal teaching duties.

14.7.2 Reporting Hazards

Any remaining hazards must be reported immediately to:

- The Headteacher
- The School Committee

- The site safety lead

14.8 Record Keeping

Staff must ensure:

- Attendance records reflect weather-related absences.
- Any incidents or near-misses are logged.
- Exam adjustments or cancellations are documented.
- Communication with parents is recorded where necessary.

14.9 Staff Training

All staff will receive:

- Annual training on this policy
- Updates when procedures change
- Guidance on remote learning expectations
- Safeguarding reminders relevant to emergency closures