HELSTON COMMUNITY COLLEGE

ASPIRATION · AMBITION · ACHIEVEMENT



Closing the school due to adverse weather conditions

The site supervisor or deputy site supervisor risk assess the site and notify the Headteacher that the school may be required to close. A risk assessment of the journey to the College for staff and students is also made by the Headteacher, members of the senior leadership team and the site team using available information, and the known conditions on local roads. The Headteacher will aim to make a decision as early as possible.

If the risk assessment indicates that the College should close, the Headteacher will consult the Secondary Education Lead of the Trust and the Chair of the Local Monitoring Committee to finalise the decision to close the College.

The Headteacher will inform the Senior Leadership Team and specify the duration of the closure. Staff and parents/carers will be notified by email and text message. A message will also be placed on the College website and Facebook page. Cornwall Council will be informed and they will pass the information on to the local radio stations.

If safe to do so, a member of staff should be at the school gate at the usual start time to inform parents/carers who may not have received the closure notification.