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The Head of School contact Vanessa Bragg &/or H&S manager for authorisation to close the school. This could be bad weather, lack of utilities (electric/water), staff illness.



- Head of School to make a judgement based on weather warnings, local knowledge, road conditions and safety of staff and pupils travelling to and from school and risk assess whether to delay opening or close.

Where it is safe to do so, you should do your utmost to keep the school open. Consider varying the school day by opening late or closing early to ensure the safety of staff and pupils, bringing classes together & reducing the amount of movement between buildings.  
Discuss with your Strategic Partner

contact Vanessa Bragg &/or Julie Brooks for authorisation of either a late opening or closure

Julie Brooks will contact the Trust Catering and Cleaning contractors & the appropriate Aspire Trust Teams to inform them of the decision.

Notify school staff via text and email.

Inform parents via Text message, email, Twitter, Facebook and Academy website

Notify Cornwall Live & your local radio stations of closure.  
Best practise is to also notify Cornwall Council by email \_\_\_\_\_  
The 'Subject' of your e-mail must read: \_\_\_\_\_ or \_\_\_\_\_

Ensure provision to be made for pupils who cannot be collected promptly (if during the school day) and any school animals.