



Suspension of Normal School Routine

Whole school	WEBSITE
Statutory?	No
Reviewed	January 2022
Next review	June 2025

PROCEDURE FOR THE SUSPENSION OF NORMAL SCHOOL ROUTINE

Aims

- To ensure that parents, children and staff are not at risk by making unnecessary journeys.
- To communicate effectively decisions made about suspension of normal routine to children, parents and staff.
- To provide a safe environment and a programme of activity for those who are in school.

Decision to suspend normal routine

This will be made by the Principal, following consultation with Section Heads.

1. The school may suspend normal routine under the following circumstances:
 - i) If buses and trains are not operational;
 - ii) If the meteorological office issues a safety warning that it is unwise to travel;
 - iii) If there is a safety hazard or serious health and hygiene risk in one or more sections of the school, the normal programme will be suspended in that section or sections.
 - iv) If sufficient staff are not available to continue with the safe operation of the school
2. The decision will be made as early as practicably possible and the information disseminated immediately the decision has been taken.
3. King's Ely Senior (KES), King's Ely Junior (KEJ), King's Ely Acremont (KEA) and Nursery (KEAN) will suspend normal lessons accordingly once the decision has been made and revert to a temporary distance learning model where possible
4. A supervised programme will be provided for children who are boarders, for those who arrive at school knowing their parents have not been alerted to the closure, and, if appropriate, for those children whose parents find it impracticable to keep them at home at very short notice.
5. This supervision will be maintained until such time as parents can safely collect their children or until the children themselves can travel home safely. The nature of the programme will depend upon the availability of teaching staff.
6. School Bus routes may be cancelled due to adverse weather in conditions that may not result in the closure of the school. This will be taken by the Transport Manager in consultation with the Business Manager

Timing of the decision to close

1. If it seems **certain** that i, ii and/or iii above will apply, the decision to suspend on the following day should be taken before the end of afternoon school. This should be conveyed to pupils present and a written communication should be made to parents (via KingsPost).
2. If it seems **likely** that above i, ii and/or iii will apply, a written communication to parents must be sent out with day children indicating the procedure.
3. If conditions deteriorate overnight in an unexpected way, the leadership team will be contacted by the first member who discovers that fact and the team will meet without delay; the decision will then be communicated to staff/parents (*see Communication below*).
4. If conditions deteriorate during the day in an unexpected way, the decision to suspend lessons early will be communicated to parents and individual arrangements will be made.

Communication

1. The leadership team in such an event will consist of the Principal, Section Heads, and Chief Operating Officer (or in his absence the Business Manager).
2. The communication team will be Section Heads, Chief Operating Officer, Main Reception and key members of staff.
3. Parents will be informed of any closures via an ISAMS SMS and an email via Kingspost. The Principal will contact the Director of ICT Systems or Database Manger to arrange the distribution of a specified message.
4. The school's website will be adjusted to carry, on its front page, an emergency notice. The Principal will contact the Head of Marketing, Head of Media and Public Relations or Director of ICT Systems to arrange for the website to be adjusted. In the event that computer access is restricted, the school website supplier can be contacted directly to adjust website accordingly (Web Kitchen: 020 7971 1440, Martin Stephens martin@thewebkitchen.co.uk, Pete Gosden-Phillips pete@thewebkitchen.co.uk)
5. If the decision to close the school is taken due to snow or severe weather conditions the local authority will be notified by the Principal or their deputy using the EmergencySchool.closure@cambridgeshire.gov.uk email address. this will allow the school closure to be listed on the Local Authority website and linked to local radio stations.
The email must:
 - Be sent from the school email address of the Principal or their deputy
 - Include the name of the school and details of the reason for closure
 - Included password provided by Cambridgeshire and Peterborough councils in the Michaelmas terms

The password (which is changed on an annual basis) will be issued to all relevant senior staff (The Principal, Heads of School, Business Manager) by the Chief Operating Officer after Michaelmas half term.

6. The school's main telephone numbers will carry a voicemail message with the details of the closure.

Main Reception	01353 660700
KEJ	01353 660734
KEA & KEAN	01353 660514

7. The decision to cancel school buses will be transmitted to the specific parents via an ISAMS SMS from the Business Manager, or Transport Manager
8. The decision to cancel school buses will be transmitted to the drivers by the Business Manager or Transport Manager.
9. The decision to suspend normal school will be communicated to All Staff by the Section Heads and Chief Operating Officer

Staffing the school in case of closure

1. When a decision is made to suspend normal school, no lessons will take place.
2. Those children in school will be supervised/fed in houses and/or the school buildings in their own sections of the school.
3. Academic staff that are safely able to reach the school should attend by 08.30 and report to their respective Section Heads for a briefing in the common room.
4. Support staff that are safely able to reach the school should attend at their relevant start time and report to their line managers. Support Staff Managers will be briefed by the Chief Operating Officer or their nominated deputy
5. All staff unable to attend should contact the school so Section Heads have a clear picture of who is available to support those at school.
 - KES - CoverKES@kingsely.org
 - KEJ - CoverKEJ@kingsely.org
 - KEA - FayeFentonStone@kingsely.org
 - KEAN - HeatherStrudwick@kingsely.org

Section Heads or Chief Operating Officer will inform the Catering Manager/Deputy Catering Manager, of catering requirements as soon as possible.