



Mildenhall College
A C A D E M Y

Mildenhall College Academy

Snow Closure Procedure

Dated June 2017

ACADEMY SNOW CLOSURE PROCEDURES

The academy will remain open whenever possible. The decision to close the academy will be a last resort. It is the expectation that all staff will attempt to make their way to work if it is safe to do so. Should we need to close the academy due to heavy snow the following procedures will apply:-

For Parents/Carers

If the decision is taken by the Principal to close the academy for any reason parents and carers will be notified by:

1. Local radio announcement
2. Academy website
3. Suffolk County Council website
4. Text and email alert where possible
5. Twitter

Should the academy have to be closed after the students have arrived every endeavour will be made to contact individual parents.

For Teachers

1. The Principal will make the decision to close the academy and telephone her Vice-Principals, Assistant Principals and Academy Manager.
2. The Vice-Principals and Assistant Principals will telephone those that they line manage together with any Associate Staff as outlined below.
3. The Line Managers will telephone their staff together with any Associate Staff as outlined below.

To ensure that this process works it is important that all Line Managers have at home the telephone numbers of their staff.

For Associate Staff

1. The Principal will contact the Academy Manager who will telephone his staff according to the 'Associate Staff' telephone tree including the Catering Manager. Associate staff working solely within an area will be contacted by their Area Leader as follows:-
 - a) Science technicians will be contacted by the Science Faculty Leader.
 - b) DT and Art technicians will be contacted by the DT Faculty Leader.
 - c) All TAs will be contacted by Miss Woods, SENCo.
 - d) The Library Manager will be contacted by the Academy Manager.
 - e) Best Team etc will be contacted by the Assistant Principal for Behaviour.

- f) Cover Supervisors will be contacted by Academy Manager.
- g) Site staff and kitchen staff will be contacted by the Academy Manager.

In addition you can view <http://schoolclosures.suffolk.gov.uk/> and select 'Mildenhall' as the location. The column you **MUST** look at is headed 'Status'. Just because Mildenhall College Academy is in the list doesn't mean that we are closed!

The Principal will contact SCC if she decides to close and they collate the information and pass it on to Radio Suffolk and Heart FM.

Radio Suffolk Frequencies: 95.5, 95.9, 103.9 and 104.6 FM.

Heart FM Frequencies: 97.1 and 96.4 FM.

Please **DO NOT** phone your line managers, they will need their phones to be free to receive incoming calls.