

THE NORTON KNATCHBULL SCHOOL
PROCEDURES FOR SCHOOL CLOSURE DUE TO ADVERSE WEATHER CONDITIONS



The school will fully close if:

- The site is deemed to be unsafe for students and staff
- There is an insufficient number of staff available to supervise students

In addition, the school will monitor the travel conditions carefully. School coaches may contact the school to inform us that they have to collect students early. Should this be the case, we will publish this information on our school website and contact parents/carers via our messaging service. Parents/carers can also view all school closures by visiting www.kent.gov.uk/winter or www.kentclosures.co.uk.

Parents/carers may deem it necessary to collect their son/daughter from school early due to poor travel conditions in their local area. In this instance they should inform Reception, either by phoning the main school telephone number (01233 620045) or by emailing schoolreception@nks.kent.sch.uk and ensure that they sign out before leaving the site.

- The Year 7-11 signing out book is kept by the front stairs in the main building
- Sixth Form students sign out using the electronic Inventory system

Alternatively, parents/carers may wish to authorise their son/daughter to leave school early to make their way home via public transport. In this instance, the same procedure as above should be followed.

Our general procedure is as follows:

1. If closure is deemed necessary before the start of the school day:

- We will publish our school closure details on www.kentclosures.co.uk. This will trigger Kent radio stations (KMFM, Radio Kent, Heart FM) to broadcast these details at regular intervals.
- We will also publish this information on our school website and inform parents/carers via our messaging service. There will also be notification on Twitter https://twitter.com/school_nks, and Facebook <https://www.facebook.com/nortonknatchbull>
- Please note that the radio stations **do not** want schools to inform them if they are actually staying open.
- We will inform coach companies in case of school closure and they may also publish this information.
- We will email all staff to inform them of the closure.

2. If closure is deemed necessary during the course of the school day.

- If we are closing the school fully, we will publish this information on our school website, Twitter and Facebook, on www.kent.gov.uk/winter and www.kentclosures.co.uk. Parents/carers will also be contacted via our messaging service.
- If school coaches are collecting students early, we will also publish this on our website and contact parents/carers via our messaging service.
- Parents/carers are required to telephone the school if they wish to collect their son/daughter early due to poor travel conditions in their local area or if they wish for their son/daughter to leave early to make their way home via public transport.
- Students will be required to sign out when they leave the site.
- The Year 7-11 signing out book is kept at the front stairs of the main building
- Sixth Form students sign out using the electronic Inventory system

Students are able to remain at school supervised until the end of the school day, or such time as the parents/carers are able to collect them. If students need to remain at school after 4.30 pm, they should report to Reception.