



School Closure Contingency Plan

Policy Lead:	Deputy Headteacher
Last Review Date:	September 2021
Next Review Date:	September 2022
Approval needed by:	Headteacher



Introduction

At The Oaks Academy our primary aim is the safety and wellbeing of our staff and students. In addition to this we recognise the need for continuity, routine and predictability for parents / carers and young people. We will take all steps possible to keep school open, whilst having robust contingency plans in place should school ever need to close. Primarily, it may be necessary to close The Oaks Academy for a variety of reasons including:

- severe weather including snow, flooding or storms
- disruption to transport, for example through petrol or diesel shortages
- accommodation and utility problems, for example loss of power supply, heating failures or fire damage.

Aims

The aims of this Policy are to provide a learning environment that is safe during adverse conditions and to take appropriate actions when it is not. And to ensure that the decision to close The Oaks Academy is understood by and communicated to students, staff, parents/carers and Trust. We aim to keep to a minimum the amount of time The Oaks Academy is closed during adverse conditions or any emergency occurrence.

Overview

1. Site Manager (FP) to contact PK/KG following check of school premises and surrounding roads (if in event of snow)
2. Headteacher (PK) to contact CEO / Chair of Governors to discuss/inform of decision
3. PK to contact KG to relay decision to SLT
4. SLT use contact tree to relay message to teaching / support / site staff
4. CH to liaise with LAB to contact parents with closure details (Text Message)
5. PK to contact APA to add key information to school website and arrange whole school email to staff
6. KG to contact LEA informing them of decision
made: schoolgovernance@cheshireeast.gov.uk

Below is a link to our detailed **contact tree** that should be engaged after the decision has been made. Once Middle Leaders have been informed, they then need to inform all the staff in their subject areas or teams.

[Click here for The Oaks Structure](#)

Bus Service – Barrett's Coaches

01270 757 560 barrattscoaches@aol.com <https://barrattscoaches.co.uk>

Canteen – Mellors

Laura Trambitas 07894 261563 1051@mcs-unit.co.uk

Remote Learning

This document operates in conjunction with the remote learning policy and the associated policies contained within it. We ask all parents and carers to take the time to familiarise themselves with the remote learning policy, which can be found on the school website, as well as with the information below, so that the whole school community can support our students and ensure minimal disruption to their learning, should we be forced to close for any reason.

To enable teaching and learning to continue as effectively as possible during the school closure.

- We will expect students to complete all work set to the best of their ability.
- We will keep expectations clear that all work set must be completed and will not set any additional homework during closure.
- Students will need to have access to the internet

(Please contact us on admin@theoaksacademy.co.uk as soon as possible if you require support with this, so that we can arrange hard copy resources for collection).

- Students will follow their normal school timetable, so that students can plan their day accordingly, however lesson time will be reduced to 40 minutes.
- We will allocate a member of our Learning Support or Pastoral Team as a link, to provide remote support and enable students with additional needs to access the work and liaise with teachers.

Our staff will:

- Set work on Microsoft Teams to become available at 9.00am each day, or in the event of a late notice closure, at the earliest possible opportunity.
- Be available at designated times to respond to student questions about the work and to provide interim feedback.
- Contact parents via email if their child is not completing their schoolwork or their standard of work has noticeably decreased.
- Monitor the academic progress of pupils with and without access to the online learning resources and arrange strategies for support accordingly.
- Mark work in line with the Marking and Feedback Policy.

Our students will be expected to:

- Check their class TEAMS at 9.00am every day to view their allocated work.
- Follow their usual timetable where possible
- Complete the work to the best of their ability.
- Submit their completed work according to the deadline set by the relevant member of staff, by uploading it onto Microsoft TEAMS.

- Students can complete work in exercise books/on paper but will need to take clear photographs of it and upload into their class TEAM.

Parents are responsible for:

- Adhering to the remote learning policy during periods of remote learning.
- Ensuring that their child is available to learn remotely according to their normal timetable and that schoolwork is completed on time, to the best of their child's ability.
- Ensuring that their child is familiar with the expectations for remote learning and that any absences are reported accordingly.

