

Build-a-Future

Main Road, West Ashby, Horncastle, Lincolnshire, LN9 5PT 01507 524015

Snow & Bad Weather Procedure



In the rare occasion where the weather is incredibly inclement Build-a-Future may have to close for the day (s).

This procedure outlines how the staff and learners will be informed of the schools' closure.

The Headteacher Adam Webb will contact the Health & Safety Officer Chris Jones to see if the conditions in West Ashby will mean a school closure. If it is not too severe Build-a-Future will remain open. If the school remains open and staff that live further away are unable to come to work, due to the conditions where they live, they must contact the Headteacher by 8.00am as too many staff absences will force closure of the school.

If Build-a-Future is closed, then the following procedure will take place:

- The Headteacher will contact the staff team via mobile phone
- Headteacher will also update social media pages to announce school closure
- Administrator Michelle Jones will contact the local authority to inform of the closure
- Attendance Officer, Alison Simmons, will contact educational partners to inform of the closure
- Headteacher & Health & Safety Officer keep liaising throughout the day to monitor weather to prepare for reopening the following day
- If reopening the following day, the Headteacher will update social media and the staff team

If Build-a-Future closes, it is only for the day and all should ensure this message is clear. If it is shut the following day, then the same procedure must be repeated.

Contact details:

Adam Webb, Headteacher: 07825 152035. E: adam@build-a-future.com

Chris Jones, Health & Safety Officer: 07967 338149. E: chris@build-a-future.com

Date: February 2018

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