

## ACADEMY CLOSURE ARRANGEMENTS

Each Academic Year the office will provide you with the detail for Emergency Closure of the Academy due to for example : adverse weather conditions.

This detail shows that the decision for closing the school is made by the Principal, who then contacts Senior Staff with that decision. There will be an automated text message then sent to staff triggered by the Principal.

The information provided to parents and carers in monthly newsletters states :



*In the event that there is a heavy **snow fall** and school has to be closed, then the news will be broadcast on radio as follows :*

- *Heart Kent [formerly Invicta FM Radio] ( 103.1 FM)*
- *BBC Radio Kent (1035kHz, 1602 kHz and 96.7 FM)*
- *KM FM (107.9 FM & 100.4 FM)*

*If you are not sure and have not heard anything on the radio then you can contact the Customer Services call centre at Medway Civic Centre between 8am and 5,15pm (Mon-Fri) on 01634 332299.....and you can contact the Academy on 01634 683990.*

*If we are open then you will get the information directly by an auto text..... if we are closed due to heavy snow, but someone has got in to 'man' the phone, then they will advise you accordingly.....if nobody has got in .....then the 'silent phone' will be your 'answer' and you should check your mobile for the auto text. So, please ensure we have your number !*



*In the event that there is a heavy fall of snow during the day we will make arrangements to call transport and contact you so we can get students home safely.*

*Of course every effort will be made to keep our school open as normal.*

Please note that in the event the school is closed then you WILL be only contacted by the automated message. The same 'text system' will apply to advise you as to when the school will be opened.