

# **Closure Policy**

## **2021-2022**

**Adopted by the Governing Board: November 2021**  
**To be reviewed by Governors: November 2022**

**SLT: Principal**  
**Link Governor: Chair of Governors**

## **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
- Ensure that the decision to close UTC Leeds is understood by and communicated to students, staff, parents/carers and Governors
- Keep to a minimum the amount of time UTC Leeds is closed during adverse conditions.

## **Introduction**

Primarily, it may be necessary to close UTC Leeds 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.
- Staff shortages as a result of isolation and illness

Partial closures may take place in response to any of these situations in order to maintain educational provision for as many students as possible. In the event of a partial closure, the parents of the affected year groups will be notified as per this policy (see below). Any ongoing partial closure brought about as a result of an on-going situation, such as COVID-19 pandemic will also be dealt with through the communication channels outlined in this policy. This may include;

- The UTC Leeds building is closed but that 100% of lessons will still be taught on-line
- UTC Leeds is open to some year groups but educating other year groups on-line

UTC Leeds will, however, endeavour to remain open where possible and safe to do so.

## **Closure before the start of the school day**

The decision to close UTC Leeds will normally rest with the Principal or in their absence the Vice Principal and will be confirmed with the Chair of the Board of Governors or, if they are unavailable, the Vice Chair. The decision shall be made where possible before 6.15 am and on the basis of information received from:

- The Media about the weather, condition of the roads and paths and public transport
- The local bus provider
- On the spot observation, either personally or from staff members better placed to make such observations
- Through appropriate external agencies such as the Met Office

Factors involved in reaching the decision to close the School are likely to be:

- Access to the School, i.e. road conditions (obstructions, snow, ice, flooding etc)

- Breakdown of School essential services (heating, electrical services, water, storm damage etc)
- Specific advice received from the Local Authority, Police etc

The Principal will advise staff and parents / carers through SIMS “InTouch”.

Parents/carers and students are asked to check the UTC Leeds website homepage on [www.utcleeds.com](http://www.utcleeds.com) where further information specific to UTC Leeds will be made available.

They can also monitor the Local Authority’s webpage which publishes details of school closures.

### **Staff Attendance**

Although it is recognised that severe weather conditions make it difficult for some staff to get to and from work, the expectation is that staff will present themselves for work unless advised to the contrary by the Principal.

### **Exams**

Any students who are unable to attend an exam session due to adverse weather conditions must contact the School at the earliest opportunity to inform them of the absence. (see also the School’s Exam Policy)

### **In the Event of UTC Leeds being Closed**

If the School is closed it is the responsibility of the Principal to ensure that the following events happen:

- The decision is ratified with the Chair or Vice Chair of Governors
- Staff are informed by text message via SIMS “in touch”
- The School Website is updated
- The information is passed to Leeds City Council, to add UTC Leeds details to their website as soon as possible.
- Parents will be notified by text message via SIMS 'inTouch'.