

## Newquay Tretherras

### Emergency Closure Procedure Whilst School is in Session

The Headteacher will decide to close the school whilst it is in session following a risk assessment and consultation with the Chair of NET Board and SLT. Director of Finance & Estates will contact bus companies to ensure that the buses can pick the students up from school. In the event of an emergency closure, please follow this procedure:-

1. A general text will go out to all parents from the school office warning them of the school closure.
2. A bell will ring to notify staff that the Emergency Closure Procedure is being actioned (the bells will pulse, like the lesson change bell, but last approximately 15 seconds).
3. Staff teaching/TAs supporting Year 7 and 8 classes escort students to the Junior Hall.
4. Staff teaching/TAs supporting Year 9 classes escort students to the Senior Hall.
5. Staff teaching/TAs supporting Year 10 and 11 classes escort students to the Sports Hall.
6. Tutors/TAs report to the Hall in which their Tutor group is located (after escorting their class to the appropriate Hall) and remain with the students until they are dismissed by a member of the Leadership Team.
7. In each location a senior member of staff, Head of Year/Deputy Head of Year will sign students out to catch their bus or to leave the premises; if their parent has given written consent or on receipt of a text or telephone call from home giving permission for students to be released.
8. Leadership Team will be linked as follows:-  
  
TMW To supervise buses at Junior end, then go to Year 7 and 8  
DP Year 7 and 8  
JMG Year 7 and 8  
SG To supervise buses at Senior end, then go to Year 9  
RCR Year 9  
SUM Year 10 and 11  
RJH Year 10 and 11  
SAF Year 10 and 11  
NDW Year 10 and 11  
JAH Year 12 and 13  
ARK Office/Communications
9. All of the support staff must consult their line manager for permission to leave.