

KINGSTON MAURWARD SYSTEM
KMS 558 Bad Weather Closure Staff and Student Summary



**Bad Weather College Closure
Summary for Staff and Students**

All staff members are requested to read the full policy - KMS 557 Bad Weather Emergency Closure Policy.

Closure during a working College Day

1. During periods of bad weather, an alert will be placed on the website, and Moodle and social media – all students and staff are advised to check on a daily basis during this time. Link on home page -
<http://www.kmc.ac.uk/>, <http://moodle.kmc.ac.uk/>
2. Only the **Principal / Senior Management Team** has the authority to close the College. The **Principal** will set an agreed time for closure.
3. Should this decision be taken to close during a working College day, all **Academic Managers** will be emailed / called by the **Executive Assistant to the Principal** as soon as the decision is taken and the Moodle/website/social media announcement will change to a 'College Closed' status.
4. The Executive Assistant to the Principal will circulate the emergency contact list to all key staff.
5. **Academic Managers** will alert **all teachers** that they should bring ALL their students to the Indoor Arena as a 'muster station', where they will take a register using Celcat printouts before students are allowed to depart.



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| Created By: | Marketing & Communications Manager | Review Date: | 6 November 2019 |
| Approved By: | SMT | Responsibility for Review: | Health and Safety Manager |
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6. Those who travel on College transport will need to liaise with the **Admissions/ Transport** team to check whether the buses are running, expected arrival times and to discuss any alternative transportation/routes.
7. Any student with special travel arrangements must make themselves known to the **Admissions/Transport** team upon arrival.
8. Any student who is to be collected by parents/guardians should ensure they contact them as soon as the announcement is made but must not leave campus until the register is taken.
9. A notification of closure will be placed on the College website by the **Marketing and Communications Manager** who will also inform local radio stations.
10. **Reception** will change the answer phone message to a 'closed due to bad weather' message.
11. The College priority is to ensure all students leave the campus safely before staff. However, any staff members who need to leave to collect children or who are not essential to ensuring students' safety can leave when dismissed by their line manager.

Closure before the Start of working College Day

1. Only the **Principal / Senior Management Team** has the authority to close the College.
2. Any decision to close the College prior to a normal working day will be taken before 06.15 am where possible (or the day before).
3. Students travelling on College transport should check the college website and social media for bad weather alerts to see if the college is open, www.kmc.ac.uk, <http://moodle.kmc.ac.uk>. Students are also advised to pass on any official College closed message to other students. A voicemail will also be activated on the Student Admissions Manager's telephone 01305 215032



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4. Any closure announcement will be made to the local radio stations – Wessex FM, Heart FM, BBC Solent, and Forest FM.
5. Any closure, and subsequent re-opening, will be displayed on the College website home page www.kmc.ac.uk, <http://moodle.kmc.ac.uk>. An update will be placed on the website by 6pm and 7am each day.
6. If a notice is not displayed on the College website and/or announced on the radio, the College remains OPEN.
7. The announcement that the College is re-opening will be displayed on the home page of the website and on social media. Radio stations do not announce re-openings.
8. *Staff without home internet access should buddy with a colleague to ensure someone contacts them about any College closure/re-opening. It is the staff members' responsibility to arrange this.*
9. Students on College transport will be should check the college website and social media regularly for updated announcements. Students should pass this message to other students where possible.
10. Following the re-opening of the College, any student who is still unable to travel due to poor weather in their local area should **contact their teacher/main reception** as soon as possible.

IF IN DOUBT – PLEASE VISIT THE COLLEGE WEBSITE, SOCIAL MEDIA OR CALL 01305 215000

College remains open but transport not running

1. Should the decision be taken to keep the College open, but one or more buses are unable to make the journey (weather conditions may be different further afield), the bus company will contact the College.



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2. The College will place messages on the website and social media inform all affected students regarding their transport for the day and also contact academic staff to advise of late / non-arrival of bus/es.

3. Any decision by a bus company not to travel does NOT automatically mean that the College will close.

Please note: When leaving College during emergency closure, please ensure that all security arrangements are followed – close windows, turn off lights and lock doors.



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