

Emergency Closure Information and Procedures

Version	Date	Summary of Changes
1.0	19/11/2021	Initial version
1.1	11/09/2026	General updates

Approved: September 2026
Review Date: September 2029

Emergency Closure Information and Procedures

The following details Cotham School's emergency closure procedures in the event of **extreme weather conditions (eg, heavy snow and heatwaves), fire, flooding, the spread of illness** (as advised by the government)**, heating failure or an inability to provide food and water.**

The school's first priority is always to be open for students. Therefore, before making any decision on emergency closure, we will consult other groups such as transport providers, the Police and our Health and Safety Advisors.

Full or Partial Closure

Full or partial closure will occur only:

- If the school does not have sufficient staff to properly supervise students.
- To ensure the safety and welfare of our students and the whole school community

If a decision is made to close part or all of the school at the ***start of the day*****:**

- Information will be posted on our website
- A text message will be sent to parents, carers and staff as soon as possible. **Please ensure that we have an up to date mobile number.**

Please note that our switchboard is often overloaded with calls on such days and we may be unable to respond to them all.

If a decision is made to close part or all of the school ***during the school day*****:**

- Keep in touch with transport providers to find out what services are operating.
- Information will be posted on our website
- A text message will be sent to parents and carers. **Please ensure that we have an up to date mobile number.**

Student attendance during a partial closure

Depending upon the extent of the partial closure, students will attend in the following priority order:

- Students taking public examinations.
- Year 13, Year 11.
- Year 10, Year 12.
- Years 7,8 and 9.

Alternatively, a slightly reduced timetable for the whole school could run to allow greater travel time to and from school.

- The school day would begin at 9.30am with registration and end at 13:05pm.
- After school events and activities would be cancelled.

The revised school day

	Start	**Finish**
Registration	9.30	9.45
Period 1	9.45	10.45
Break	10.45	11.05
Period 2	11.05	12.05
Period 3	12.05	13.05
END OF SCHOOL DAY		

Bristol City Council Advice Line:-
https://www.bristol.gov.uk/schools-learning-early-years/school-closures