

**WSAPC ADVERSE WEATHER PROTOCOL & CHECKLIST**

WSAPC aims to remain open in the event of adverse weather, however, in the event of disruption caused by adverse weather (ie heavy snow), the prime concern of WSAPC will always be the safety of the pupils and staff. Please remember that closures will be made on a centre by centre basis. (i.e. If weather conditions are poor in Crawley and a decision is made to close the Crawley Centre, this does not necessarily mean any other Centre will close).

The responsibility for making the decision to close a school lies with the Headteacher in consultation with the Head of Centre and Chair of Governors.

In the event that a Centre closure is required, the following protocol should be followed to ensure that communication with stakeholders and interested parties is efficient and effective.

**Action Checklist:**

Time	Action	Resp	Comp
By 7am	<ul style="list-style-type: none"> <li>HOC to liaise with Headteacher</li> </ul>	HOC/HT	
By 7am (or as soon a practically possible)	<ul style="list-style-type: none"> <li>Data &amp; Communication Manager / Business Manager to be informed.               <ul style="list-style-type: none"> <li>- Notice to be put on Website</li> <li>- LA contact centre informed (03330 142903 8am-6pm)</li> </ul> </li> </ul>		
		HOC/HT	
		D&CM D&CM	
By 7am (or as soon a practically possible)	<ul style="list-style-type: none"> <li>Parents / Carers / Students / Staff to be informed by In Touch by email / text. (Centre communication procedure to be entered here)</li> </ul>	HOC	
By 7am (or as soon a practically possible)	<ul style="list-style-type: none"> <li>Local Radio stations to be informed (contact details below)</li> </ul> <p>Communication should include, <b>"This is the west Sussex Emergency Closure Procedure. The School names is West Sussex Alternative Provision College, CENTRE. OUR DFE NUMBER IS 938 "</b> – (In the event of lots of school closures, stations may not be able to pass on detailed information)</p>	HOC	
By 7am (or as soon a practically possible)	<ul style="list-style-type: none"> <li>Transport to be informed / Cancelled</li> </ul>	HOC	
By 7am (or as soon a practically possible)	<ul style="list-style-type: none"> <li>Supply to be informed / Cancelled</li> </ul>	ASBM	
By 8am	<ul style="list-style-type: none"> <li>Catering arrangements to be cancelled</li> </ul>	ASBM	

HT Headteacher

HOC Head of Centre

D&amp;CM Data &amp; Communications Manager

SBM School Business Manger

ASBM Assistant School Business Manager

*\*Please see Adverse Weather Policy for further details.*



**Contact List**

Doug Thomas	<i>Co-Headteacher</i>	<i>07506 548280</i>
Nick Dowling	<i>Chair of Governors</i>	
Sam Channon	<i>Business Manager</i>	<i>07506 548322</i>
Lynn Mason	<i>Business Mgr (South)</i>	<i>07951 451531</i>
Lesley Meineck	<i>Business Mgr (North)</i>	<i>07951 451533</i>
Rebecca Newey	<i>Data &amp; Communications Mgr</i>	<i>07432 012520</i>
Rowan McConnell (Beechfield) Shaun Jarvis (Chalkhill) Helen Ellis (Inclusion) Ben Thomas (Blended) Cathy Meyer (Burgess Hill) Rowan McConnell (Crawley) Ruth McDonald (Lancing) Shaun Jarvis (Littlehampton) Ruth McDonald (Worthing) Deb Johnson-Cadwell (Chichester)		
Contact Centre	West Sussex	<i>03330 142903 (8am-6pm)</i>
Ace Taxis	<i>Taxi</i>	
Road Runners	<i>Taxi</i>	
BBC SUSSEX Brighton (for the whole county)	<i>Radio Station</i>	<i>Tel: 01273 320409</i> <i>E-mail: sussexnews@bbc.co.uk</i>
WAVE 105 FM Fareham (western area of county)	<i>Radio Station</i>	Tel: 01489-481058
SPIRIT FM Chichester (western and southern areas of the county)	<i>Radio Station</i>	Tel: 01243-773600 (Switchboard) (Please do not give number to parents)
JUICE 107 (southern area of county)	<i>Radio Station</i>	Tel: 01273 244104 (News Ed) Email: <a href="mailto:news@juicebrighton.com">news@juicebrighton.com</a> / <a href="mailto:studio@juicebrighton.com">studio@juicebrighton.com</a>
More Radio Covering Burgess Hill, Haywards Heath, Crawley, Horsham, Gatwick, Worthing, Lancing, Shoreham, Findon, Angmering, Goring	<i>Radio Station</i>	Email only: <a href="mailto:news@morerradio.online">news@morerradio.online</a>
<b>Other Centre Based Contacts</b>		

