



Ysgol Plas brondyffryn Early Closure Policy

This Policy has been written to cover all sites belonging to Ysgol Plas Brondyffryn. This includes:

Ty'n Fron – Primary Site

Park Street – Secondary Site

Ty'r Ysgol- Secondary Site- SLD

Gerddi Glasfryn – Residential Site

Please note that whenever the term Brondyffryn or School appears it is therefore referring to all of the above sites.

1. Description of School and its Community

Ysgol Plas Brondyffryn is a Local Authority Residential Special School maintained by Denbighshire Education Authority. The school specialises in meeting the needs of children/young people with Autistic Spectrum Condition (ASC) and associated specific learning difficulties aged 3-19 years. The school is able to accommodate up to 125 children/young people. Gerddi Glasfryn Residential accommodates between 26 – 30 children/young people on a part time basis. As a Regional school, Ysgol Plas Brondyffryn welcomes children/young people from across North Wales and the closer counties of England. Our policies are relevant to all our children/young people regardless of county of residence.

The majority of the children/young people are from English speaking families. For most children/young people, Welsh is taught as a second language; however, education can be provided through the medium of Welsh if requested by the family and detailed in the Statement of Special Educational Needs. The majority of the children/young people are boys due to the higher prevalence of autism in males.

At YPB we are conscious of the need to maintain a low arousal environment which has been shown to be beneficial for individuals with ASC, reducing their anxiety and aiding concentration. To this end, we strive to keep all areas tidy and free from clutter; to make sure classroom displays are orderly and muted in colour; to communicate information in a clear and concise manner and to aim for a quiet and calm atmosphere. The approach varies on each site as dictated by the needs and abilities of the pupils and our aim is always to organise the environment as far as possible to promote independence in our young people.

2. Description of Policy Formation and Consultation Process

This Policy has been formulated by a working party consisting of the Senior Leadership Team. Staff, governors and parents were consulted before the Policy was finalised and formally adopted by the Governing Body.

3. Introduction

As a school for pupils with Autistic and Communication Conditions it is important that early closure is done in an organised and calm way. Challenges will include the wide range of differentiation, especially with the less able pupils who find it difficult to

understand the concept of change and also the fact that the school spread over 4 sites, each one with own climate/ weather differences.

For this reason it may become necessary sometimes to have a partial closure of the school, when some sites will need to close and others will be able to remain open.

4. Procedure for closure of whole school

- Head teacher or nominated person will contact:
 1. Denbighshire County Council and follow 'How to follow a school closure'
 2. Chair of Governors
 3. Senior members of staff on all sites

- A member of the Leadership Team or nominated person will contact:
 1. All LA Transport Departments
 2. Denbigh High School management as a courtesy
 3. Denbigh High School canteen if before lunch
 4. Frongoch School as a courtesy
 5. Frongoch School if before lunch

- The form teacher or a nominated member of staff will contact:
 1. Parents/guardians of all students in their form
 2. Private taxi firms to ensure they are aware of early closure
 3. Inform all to check Denbighshire County Council - Education website which is updated 24/7 for latest news and also School Website which will be updated to include this information.

- A record is to be kept of if and when :
 1. Transport Departments have been contacted
 2. Parents/guardians have been contacted
 3. Private taxi firms have been contacted

5. Procedure for closure of one or more sites

- As above for those children involved in an early closure
- An initial evacuation from one site to another might be required at times
- If one or more sites are closed then staff on those sites should report to another open site for redeployment.

Please Note :

This is a working Document and will be under continuous review

Policy adopted: November 2010

Policy to be reviewed: November 2011

Policy review: January 2012

To be reviewed: January 2013

Policy reviewed: January 2013

To be reviewed: January 2014

Reviewed: January 2014

To be reviewed: January 2015

Reviewed: January 2015

To be reviewed: January 2016

Reviewed: January 2016
To be reviewed: January 2017

Equality Impact Assessment completed

An Equality Impact Assessment offers an opportunity for staff to think carefully about the impact of their work on local people and other members of staff.

Date completed:

January 2015

Activity	Hazard	Persons who might be at risk	Controls required	Further considerations
Travel/transport to school	Dangerous travel in extreme bad weather conditions	All staff , pupils and transport providers	<ul style="list-style-type: none"> • Weather conditions to be monitored • Advice for only essential travel to be undertaken • Prior planning from staff and transport providers regarding alternative "main road routes" 	<p>Location of school and wide catchment area-conditions may vary.</p> <p>Staff, pupils and parents to check local media broadcasts and school website.</p>
Access within the school	Slips ,trips and falls	Staff and pupils	<ul style="list-style-type: none"> • Certain areas of the school such as playgrounds may be set as out of use for break times • Increase staff supervision in outside areas that are free of snow/ice and are able to be used. • Signage to be placed- no running • Information explained to pupils 	
Supervision of activities	Inadequate supervision- staff unable to get to school	Other staff and pupils	<ul style="list-style-type: none"> • System for staff to communicate to school their attendance • System for parents/transport providers communicate to school pupils attendance • HT to assess staff /pupils ratio 	<ul style="list-style-type: none"> • Emphasis is on how to operate safely, not whether a full and normal curriculum is followed
Heating and welfare of activities	Cold- below permitted work level No sanitary or drinking water	Staff and pupils	<ul style="list-style-type: none"> • Low constant heating throughout periods of known cold snaps to prevent frozen pipes • Regular maintenance of heating and water systems 	If school cannot be heated or the water provision is affected school during school hours the school will need to close
Maintenance of school premises	Slips ,trips and falls No heating or running water	Staff and pupils	<ul style="list-style-type: none"> • Salting and gritting of pedestrian walkways and school entrance • When applicable surface water brushed into drains to avoid icing • Untreated areas to be out of use. Signage to be put up advising of this • Regular checks of heating and water systems to ensure they are working 	<ul style="list-style-type: none"> • When extreme bad weather is forecasted caretakers to salt/grit paths and entrance to school on day/evening before • Senior Members of staff to decide which areas on their site can/ cannot be used

