

### **4.3 Closure of School/College/Private Training Provider**

In the event of closures due to bad weather conditions or other reasons on a Diploma day, SAPG Partners should carry out the following actions:

- Home Schools should take full responsibility for informing their own learners and parents/guardians of any change in teaching arrangements
- Home Schools should be proactive in establishing whether a particular Teaching Centre will be open on the Diploma day
- In the event of a Home School closing, they must inform the Teaching Centre by telephone and email (before 8.00 am), that their students will not be travelling and attending the provision on the Diploma day. This information should also be given to the SAPG Office so that any transport provision can be adjusted
- In the event of a Teaching Centre closing, they must inform the Home School plus the SAPG office on the Diploma day concerned
- In the event of a Teaching Centre closing during the day due to poor weather conditions, the Teaching Centre must liaise directly with the Home Centre regarding travelling arrangements for guest learners
- In the event of a Home Centre closing during the day due to poor weather conditions, the Home Centre must liaise directly with the Teaching Centre regarding travelling arrangements for their learners
- The College and Ridgemoor Training should be treated in the same way as any of the School Teaching Centres. This means that, if the Home Centre is closed, there is no expectation that learners will attend the College or Ridgemoor Training and the Single Points of Contact should be made aware of this first thing on the morning of the Diploma day