



Southpointe ACADEMY

School Closure Notification Plan For Southpointe Families

In the Event of a School Closure

A decision will be made to close the school by the Head of School or his/her designate, e.g. in the event of a snow day or power outage.

Informing the School Community

1. The Head of School will inform all school families of the message by email. A message will also be posted on the homepage of the school website indicating the closure.
2. The school will inform the following radio and TV stations of school closures: CBC (AM 690), CKNW (AM 980), Global TV, City TV and CTV.
3. The Class Parent Coordinators will be informed of the message through the Staff Phone Tree and will then initiate the Class Phone Trees.

Note:

1. **If school is closed before the start of the school day**, a decision to close school will be made by **5:45am** and announced to staff and families as indicated above by **6:00am**.
2. **If a school closure is announced when children are at school**, buses will run as normal if it is safe for them to do so. Children who cannot be collected from school or at the regular bus drop-off points will remain at school until a parent/authorized person is able to collect them. Any children who have to remain at school will be supervised by staff until they are collected.
3. In the event of a school closure, **all school events** at Southpointe Academy will be cancelled.

Note regarding use of phone trees: If you cannot reach the person below you in the Phone Tree, leave a message (if possible) and call the next person on the list. Inform your Class Parent of anyone you have not been able to reach.

A return call must be made by individuals at the bottom of the phone trees (to the person at the top of the branch) to ensure the school knows who is unaware of the closure.

Southpointe contact details:

School Office Hours: 7:30am - 5:30pm (on days in which school is in session)

Phone: 604-948-8826

Fax: 604-948-8853

E-mail: info@southpointe.ca

Website: <http://southpointe.ca>

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