



Castleford Academy Trust Extreme Weather Policy

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EXTREME WEATHER POLICY – SCHOOL CLOSURE (Parent/carer information)

In the event of extreme weather, such as when heavy falls of snow or extreme icy conditions develop overnight and continue into the next day, or excessive and continuous heat, parents should follow the advice below about the possibility of academy closure.

Whenever possible, the academies within Castleford Academy Trust will remain open. However, each academy must consider the safety of all of our pupils and staff, some of whom travel a great distance into school each day.

Should the need arise, in severe weather a decision about whether to close, or partially close, an academy will be made as early as possible by the Headteacher in conjunction with the CEO/relevant Director of Education. In some instances, a decision may be made to partially open the site e.g. in order to protect examination year groups. Relevant information will be shared via:

- Text messaging service
- Any social media used by the academy.
- Academy websites.

If heavy snow is falling or has fallen overnight, we ask parents/carers to check the above for up-to-date information. All relevant information will appear on the individual academy websites. Please do not telephone the academy before 8.00am. If you do arrive at school, please do not leave your children without confirming that the school is to remain open.

Once the academy is open for the day, it will usually remain open until the end of the normal academy day, though Academy Leaders will continue to monitor conditions throughout the day.

EXTREME WEATHER POLICY – SCHOOL CLOSURE (Staff information)

In the event of extreme inclement weather, such as when heavy falls of snow or extreme icy conditions develop overnight and continue into the next day, or excessive and continuous heat, staff should follow the advice below about the possibility of academy closure.

Whenever possible, the academies within Castleford Academy Trust will remain open. However, each academy must consider the safety of all of our pupils and staff, some of whom travel a great distance into school each day.

Should the need arise, in severe weather a decision about whether to close an academy will be made as early as possible by the Headteacher in conjunction with the CEO/relevant Executive Leader. In some instances, a decision may be made to partially open the site e.g. in order to protect examination year groups. Relevant information will be shared via:

- Text messaging service
- Any social media used by the academy.
- Academy websites.



It is the Trust's expectation that staff should make all efforts to attend school and report to the Headteacher (or delegated person) on arrival. Any staff unable to travel to school should follow the usual absence procedure.

Once the academy is open for the day, it will usually remain open until the end of the normal school day. Academy Leaders will monitor the weather throughout the day.

Decision-making process during extreme weather conditions:

The decision to close any or all of the Academies will be made by the Headteacher in conjunction with the CEO:

1. The Premises Manager attends site as early as possible and consults with the Headteacher who advises the CEO regarding the condition of the site and weather forecasts
2. Once a decision is made, it is communicated as appropriate through the following means:

If the school is to close (or partially close):

- An email will be sent by the Headteacher to the Extreme Weather Group (the group includes the CEO, the relevant Trust Executive Leaders, all Headteachers and their deputies, School Business Managers, Chair of Governors and HR Manager of the Trust)
- The Headteacher (or delegated person) uploads instructions/information to the Trust and Academy websites, social media and the local authority (<https://wakefield-dash.achieveservice.com/MyServices>)
- The Headteacher (or delegated person) sends text messages to staff and parents as soon as possible informing that the school is to be closed.

Reopening

It is essential that the decision to re-open an academy following closure is taken as early as possible in order to ensure that pupils are not away from education for longer than necessary. Where possible the decision to re-open should be taken the day prior to re-opening, in order to ensure that the re-opening message can be communicated to parents/carers and pupils.

Each academy should update their closure information regularly, including the expected reopening date on the academy website. The decision to reopen will be made by the Headteacher in conjunction with the CEO/relevant Executive Leader and communicated to the Extreme Weather Group.

Relevant information about reopening should be communicated to parents/carers at the earliest opportunity via:

- Text messaging service.
- Any social media used by the academy.
- Academy websites.
- Academies might also consider updating their out of office phone message with the relevant information.