



Closing the school due to extreme weather conditions

Primarily, it may be necessary to close the School for a variety of reasons including:

- severe weather including snow, flooding or storms
- disruption to transport, for example through petrol or diesel shortage
- accommodation and utility problems, for example loss of power supply, heating failure or fire damages

The School will, however, endeavour to remain open where possible. School Contingency Plans will be passed on to staff, parents/carers and students when appropriate.

In rarer circumstances (e.g. during a national pandemic, civil unrest, major industrial action etc.) a specific Contingency Plan will be prepared and published based on National, Government or Local Authority guidelines issued at the time.

Closure before the start of the school day

The decision to close the School will normally rest with the Headteacher or, in their absence, the Deputy Headteacher in consultation with the School Business Manager or Site Operations Manager and will be confirmed with the Chair of Governors or, if they are unavailable, the Vice Chair.

The decision shall be made where possible before 6.00 am and on the basis of information received from:

- the Media about the weather, condition of the roads and paths and public transport
- on the spot observation, either personally or from staff members (e.g. Site Team) better placed to make such observations
- through appropriate external agencies such as the Met Office

Factors involved in reaching the decision to close the School are likely to be:

- access to the School, i.e. road conditions (obstructions, snow, ice, flooding etc.)
- breakdown of School essential services (heating, electrical services, water, storm damage etc.)
- consultation with the other local Headteachers so that there is a consistent approach
- specific advice received from the Local Authority, Police etc.
- if school buses are running

The Headteacher will advise staff and Governors through school email system

Parents/carers and students will be advised to check the School Website Homepage and Bradford Schools Online where further information specific to the School will be made available.

The whole School Community, including any contractors, shall be made regularly aware of this procedure as incidents can occur with little or no warning

During School Closure Guidance

On occasions it may be necessary for the School to close during the School Day i.e. if the weather is deteriorating and there is doubt as to whether students can be returned home later in the day. In such cases the School will ensure that:

- the School uses the texting service to parents/carers, advises local radio and uses the



- School Website and social media to inform of early closure
- students who have no access to home remain in School until either collected or until parents/carers contact the School with alternative arrangements

Clearance of Snow

Within the School site, the School is responsible for snow clearance and the clearing of approach paths is the specific task of the Site Team. When severe weather is forecast, the Site Team will be tasked to lay salt and grit on arrival. The clearance of public roads is the responsibility of the Highways Department. If there is any question of students' safety being at risk, the School has a responsibility in inclement weather to keep the students indoors.

Public Exams

In the event that there is extreme weather during a public examination period the exam session will go ahead if there are sufficient members of staff / invigilators present in School so that the exam conditions comply with the regulations of the examination boards. If the School has suffered power or heating failure and / or the conditions are such that to attempt to get into School would be dangerous for both students and staff the exam session will not go ahead and the School will contact the appropriate examination board.

The School will endeavour to contact all affected students in the event of cancellation of a Public Examination. The School Website will be maintained with emergency closure details and any alternative examination arrangements

Any students who are unable to attend an exam session due to adverse weather conditions must contact the School at the earliest opportunity to inform them of the absence. (see also the School's Exam Policy).

If the closure is due to an issue on site, the School will try to find alternative accommodation to allow the exam session to go ahead, as indicated in the school's Business Continuity Plan.