



Hade Edge Junior and Infant School

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Head Teacher: Mr J Kilner

This information details the procedures for late opening or closing the school due to severe weather or other emergency situations. It is the responsibility of the Headteacher to decide if the school will be open, closed or has a later opening time. The decision will be made as early as possible on the day based on information from BBC weather forecasts, LA guidance and local information as to the conditions at school regarding the safety of pupils, parents and staff. It is essential that there is a responsible person in each classroom, not necessarily the class teacher, who can be in charge of the children in class. This person can be a school class teacher, a cover supervisor, a cover teacher employed at the school or the Headteacher.

Decision to close the school

The decision to close a school is based on the safety of children in the school and will be assessed against the following criteria:

- Accessibility to the school including heating in school;
- Number of teachers/cover supervisors/ETAs/catering staff/First Aiders who can get into school to take responsibility for the children in classes/school meals – taking into account the distance from home to school;
- When the staff can get into school;
- Catering and cleaning arrangements
- How long the extreme weather conditions are to remain and if conditions are likely to deteriorate.

Communication to Parents/Carers

- The Head Teacher will send a message to parents via the Text system to inform them of the school closure / late opening. This information will also be available on the Kirklees website www.kirklees.gov.uk/schoolclosures and on local radio stations. We will also try to get the message as soon as possible on to the school website.

- Teachers are encouraged to communicate with pupils, parents via the Class Blog / Kids-space – accessed via the school website. The pupils may be asked to do an activity which can be brought into school e.g. photos in the snow, writing about the day, continuation of class topic, etc.
- If the extreme weather conditions arrive during the school day and the decision is made to close the school early then parents will be texted and asked to collect their children.

Mr J Kilner