



## **BAD WEATHER / SCHOOL CLOSURE INFORMATION AND PROTOCOL**

1. The Headteacher, or senior leader in school if the Headteacher is not available, will take the decision to close the school.
2. As a number of staff live in walking distance to the school, we will make every effort to keep the school open in adverse weather conditions if we can ensure appropriate Health and Safety checks have been passed (e.g. safe access to the site, ability to heat the building).
3. The decision to close the school will be taken as soon as possible to ensure parents are able to make alternative arrangements for their children.
4. The Headteacher will notify Bradford Schools Online. The system will immediately notify all subscribers, including Bradford Council, Local Radio Stations and the Telegraph and Argus, of the closure via an RSS ("Really Simple Syndication") feed.
5. The Headteacher, School Business Manager or IT Manager will notify parents and staff of the decision taken to close the school via the school text system, the school website, twitter account and Facebook. Parents are advised to look at these sources of information rather than telephoning the school to find out if the school will be closed.
6. Parents are to assume the school is open as usual unless notified otherwise.
7. The school will notify parents when the school will re-open as soon as possible following a closure.

### **Guidance from Bradford Council**

#### **Responsibilities Regarding the Closure of Schools**

- The responsibility for school closure rests with the Local Authority for maintained and controlled schools and with the Governing Body for aided and foundation schools. It is the LA's aim to keep schools open if this is at all possible taking full account of the health and safety of staff and pupils.
- All school staff should make every reasonable effort to reach their schools in adverse weather conditions.  
Consideration will be given to the nature of journeys staff have to undertake, road conditions, the physical fitness of the individual and the availability of public transport. There will be members of staff of some schools who already have health problems and for whom the struggle through adverse weather could be positively harmful. It is reasonable for Head teachers to ascertain which members of staff may be so affected and to consider authorising them to be absent for the duration of exceptionally severe weather conditions.

- In view of the variation in geography and climate throughout the District it would be normal for the Head teacher to make a school closure decision on the grounds of Health and Safety. Head teachers should ensure that appropriate plans have been made to cover the possibility that they cannot reach their schools after making every reasonable effort. They should instruct, by telephone, the teachers who have managed to reach their schools to act on their behalf.
- Head teachers and staff who have reached their schools should stay there if the physical conditions in the schools are satisfactory even if there are not many children in attendance. Staff who are not required to teach should use their time in preparatory work/in service training/syllabus revision etc.
- If the number of staff reaching any school is adequate to cope with the number of pupils who have arrived, and if the school is heated, then the LA would expect the school to remain open. Individual Head teachers must decide if the number of staff present is adequate to allow appropriate supervision. These pupils (even if their numbers are small) should be provided with appropriate work and should be kept at school as long as the physical conditions are satisfactory and staff are available.

If it is impossible to provide school meals such pupils could be sent home at lunchtime ensuring that a receiving adult is known to be available.

### **Exceptional Weather Conditions**

In cases of exceptional weather conditions, a decision on whole school closure across the District or areas of the District may be made by the LA. Such a decision would be the exception rather than the rule. Before a decision is made the local weather forecast and the local traffic reports will be considered and advice may be sought from the Police and the motoring organisations. The information to close schools across the District will be broadcast on the local radio stations from 7 a.m. on the day concerned.