



Castleford Multi Academy Trust (CMAT) Extreme Weather Policy

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EXTREME WEATHER POLICY – SCHOOL CLOSURE (Parent/carer 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, parents should follow the advice below about the possibility of academy closure.

Whenever possible, the academies within Castleford Academy Trust (Castleford Academy, Castleford Park Junior Academy, Glasshoughton Infant Academy and Three Lane Ends Academy) will remain open.

However, we have to 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 the academy(ies) will be made as early as possible by the Headteacher(s) in conjunction with the Chief Executive of the Trust. In some instances we may decide upon partial closure e.g. in order to protect examination year groups. Relevant information will be shared via:

- Text messaging service
- Castleford Academy Trust website (see each individual academy pages) www.castlefordacademytrust.com
- Ridings FM Radio

We ask all parents to listen to Ridings FM Radio if heavy snow is falling or has fallen overnight, or if there is other extreme weather and there have been school closures announced. 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, we 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 develop overnight and continue into the next day or extreme icy conditions prevail, staff should follow the advice below about the possibility of academy closure.

Whenever possible, the academies within the Trust will remain open. However, we have to 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 will be made by the Chief Executive, as early as possible, if any of the academies in Castleford Academy Trust will close. In some instances we may decide upon partial closure e.g. in order to protect examination year groups. Relevant information will be shared via:

- Text messaging service
- Castleford Academy Trust website (see each individual school pages) www.castlefordacademytrust.com
- Ridings FM Radio



All relevant information will appear on the individual academy websites.

It is the Trust's expectation that staff should make all efforts to attend school and report to the Headteacher 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 Chief Executive of the Trust:

1. The Premises Manager attends site as early as possible and consults with the Headteacher who advises the Chief Executive 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 Chief Executive of the Trust, Director of Primary Education, all Headteachers and their deputies, School Business Managers and HR Manager of the Trust)
- The Headteacher (or delegated person) uploads instructions/information to the Trust and Academy websites
- The Headteacher (or delegated person) informs Ridings FM Radio
- The Headteacher (or delegated person) sends text messages to staff and parents as soon as possible informing that the school is to be closed.