



Springwell  
Leeds

# **Adverse Weather/ Emergency School Closure Policy**

December 2018



WELLSPRING  
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## Guidance on responding to adverse weather conditions.

### Introduction

The Executive Principal is responsible for decisions on school closure days, delayed start times and early finish times. These decisions will be taken as soon as practicable and the decision will be informed by:

- Discussion with Associate Principals and Estates Manager
- Weather forecast
- Accessibility of the site(s)
- Likely road conditions
- Likely traffic congestion

In the event of bad weather, the Executive Principal will consult with the Associate Principal on each site and the Estates Manager to determine the risk assessment on a daily basis throughout the bad weather period. Either at the end of each school day or early next morning a decision will be taken about the action needed. This will be communicated accordingly.

The possible actions are:

- The whole Academy will be closed to all staff and pupils.
- One or more sites will be closed to all staff and pupils, with others remaining open
- The start time of the Academy / specific sites will be delayed
- An early closure of one or more of the sites

### Communication Cascade

The Executive Principal and Associate Principals will liaise and make a decision as to the status of the Academy for that day. On a morning, that decision will be made where possible by 7.00 am. The decision will then be cascaded to all staff.

Associate Principals are responsible for ensuring that each site prepare an appropriate plan for the cascade of closure information, to staff, parents and transport for their site.

It is the responsibility of **all** staff to ensure that the Academy has up to date emergency contact details for use in this process.

In addition to this, the following stakeholders will be contacted/updated:

Stakeholder	Responsibility for contacting/updating:
LCC/Radio station	Executive Principal
School website	PA to the Executive Principal
Twitter	Digital Learning Developer
Catering/Cleaning	Estates Manager
Planned Visitors	Site Admin Managers
Transport firms for each site	Site Associate Principal
Trust	Executive Principal
Chair of Governors	Executive Principal

In the absence of the Executive Principal, the decision to close and their contact responsibilities will be assumed by the Executive Vice Principal.

In the event of early closure during the school day the Associate Principals will be responsible for ensuring that companies providing transport to students are contacted. Associate Principals will be responsible for ensuring that arrangements are in place for contacting parents/carers of students to advise of the early closure and to ensure there is someone at home.

In the event of early closure, staff will be allowed to leave as soon as safe student supervision levels allow.

### **Information for Staff**

This policy is a guide to attendance at work during adverse weather conditions. **All staff should make every effort to attend school if it is safe to do so.** If staff are unable to drive to school, then they should consider using public transport or walking where possible.

If the school is open but you are unable to attend due to adverse weather conditions, you should contact your Associate Principal immediately.

The DFE says *"It is for individual schools to make any decision to close, but we expect headteachers to take a common sense approach based on conditions at the school and also the safety of any pupils travelling. We will be monitoring the situation day by day and we would hope that headteachers can keep schools open while it is safe for them to do so, but decisions about closure have to be taken locally by those who know the local conditions."*

Staff members who are unable to attend school due to the closure for their children's schools or care providers should contact their Associate Principals as soon as possible. Normal Leave of Absence procedures will apply in these circumstances.

**About this policy**

<b>Written by:</b>	<b>S. Jacques</b>
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