



Dear Parents,

Emergency Closure Arrangements (in the event of snow or other exceptional circumstances)

We have reached that time of year when weather forecasters start warning about snow. Sometimes, snow or other exceptional circumstances, such as a power cut or heating failure, mean that we will have to consider closing the Academy. Thankfully, such occasions are very rare, but I thought it would be useful to summarise below the Academy's procedures for your future reference.

In the event of exceptional circumstances as outlined above, I as Principal will make an assessment about whether it is safe and practical to open the Academy to students, as early as possible. Please be assured that although every effort will be made to keep the Academy open, the safety of your child/ren is the primary concern. We need to ensure that we have sufficient numbers of staff to provide adequate cover for supervising students in line with Health & Safety requirements. In circumstances where staff, particularly those who have to travel a distance, are not able to get here on time, if at all, then our options in order to try and minimise inconvenience for parents and students, might be to:-

- Open as normal } after school activities **may** be cancelled
- Open late at 10am } after school activities **may** be cancelled
- Close the Academy

Should you wish to check reports of closure, the best source of information will be our website (www.castlehall.com). Alternative sources of information are the council website www.kirklees.gov.uk/schoolclosures or follow twitter.com/kirkleesschools, and local radio and TV stations. For weather and gritting updates visit www.kirklees.gov.uk/winter or follow them at twitter.com/Kirkleeswinter. Please try not to phone the Academy as we are not able to cope with large volumes of calls whilst trying to cope with the situation in hand.

If the decision has to be taken to close the Academy during the course of the day in the event of severe weather conditions or loss of essential services the following will apply:-

- parents will be informed via our text messaging service (please make sure we have your up to date details on the system). Please note that it will not be possible for us to phone individual parents;
- students will be spoken to in form or year group briefings to explain the procedures;
- all students are asked to make sure that if they do leave the Academy they can go safely to a place where a parent, relative or friend can supervise them;
- students are encouraged to contact parents using their mobile phones;
- no student is put under pressure to leave early and should it not be possible to contact a relative/carer, or should a student be worried about leaving early, they will be invited to stay until staff can make sure parents have been contacted;
- if possible, a letter is sent home with students.

Please would you discuss these arrangements with your daughter/son and make sure s/he is aware of an agreed routine in the unlikely event that the Academy should have to close.

Please sign your child's planner to confirm that you have seen this letter.

Thank you for your understanding.

Yours sincerely,

A D Pugh
Principal

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Castle Hall Academy Trust, Richard Thorpe Avenue, Mirfield, West Yorkshire, WF14 9PH

T: 01924 520500 F: 01924 520504 E: office@castlehall.com

Principal: Mr A D Pugh BA (Hons) PGCE NPQH. Company Reg No 7726907 (England & Wales).

www.castlehall.com