

January 2019

Dear Parent/Carer,

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

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 Headteacher 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

We will use a variety of communication methods to make you aware of arrangements:

1. The Academy will send a text message to all parents/carers (**please make sure we have your up to date details on the system**)
2. Visit the Academy website - a message will be displayed on a red banner on the home page
3. Visit the Kirklees Schools Emergency Closure Page  
<http://www.kirklees.gov.uk/beta/announcements/disruptions-closures-and-weather/default.aspx>
4. Look on Twitter @Castle\_Hall we will tweet information.

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.

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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/carers will be informed via text message (**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 during lessons 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/carers using their mobile phones
- No student is put under pressure to leave early and should it not be possible to contact a parent/carer, or should a student be worried about leaving early, they will be invited to stay until staff can make sure parents/carers have been contacted

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.

Thank you for your understanding.

Yours sincerely,



Mr P Brook  
Headteacher

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