



PROCEDURES

In the case of overnight snowfall / other and potential school closure these procedures will be followed:

- The Principal will contact via WhatsApp the Finance Director (FD), Principal's PA, Vice Principal, Assistant Principal, Senior Leaders and the Head of Lady Royd – The School Closure Group (SCG) - to initiate the decision to **OPEN /CLOSE** the school for the day
- The Principal will listen to Radio Leeds to gauge weather conditions and the number of schools and businesses closing in Bradford
- The Principal will make the decision to **OPEN / CLOSE by 6.10 am** and communicate this to the SCG
- The Principal to contact the Communications Manager who will alter the school website and Lady Castle Nursery website, place a notification on Twitter and send an SMS text to staff and parents to inform them that **SCHOOL IS OPEN / CLOSED FOR THE DAY BY 6.30 AM**

OVERNIGHT SNOWFALL/OTHER – SCHOOL CLOSING

- The Communications Manager will announce school closure on Bradford Schools Online
- The Finance Director will contact the Nursery Manager who will inform nursery staff of the school closure
- The Finance Director will contact the Premises Manager who informs the maintenance staff of the school closure
- The Finance Director will contact the Catering Manager who will inform the kitchen staff of the school closure
- The Communications Manager will send a text and an email to All Staff informing them that the school is closed.
- The Onsite TA will open the main entrance to the school and inform any staff or pupils who may arrive that school is **CLOSED** and manage the switchboard. Any necessary phone calls to arrange transport home can be made from the school office.
- If there is any doubt that the school may need to close the next day due to poor weather, the Communications Manager will text all parents advising them to check their phone for a further text the next morning and that information will also be displayed on the website.
- Following a school closure, the Communications Manager will text parents the following day to confirm whether the school is open or closed. A notice will also be posted on the website.

OVERNIGHT SNOWFALL /OTHER - SCHOOL REMAINING OPEN

- The Head Caretaker will open the school buildings at **6.45am**
- The Estates Manager, Head Caretaker and Caretaker will grit / clear school drive
- The Finance Director will operate the phone system from **7.30 am**
- All members of staff on arrival are required to sign in at the school entrance
- All Senior School pupils on arrival go to form rooms and registers should be taken on SIMS as normal.
- Lady Royd staff collect their class as usual and once a register has been taken, a decision about the shape of their day will be based on the number of pupils in attendance
- If there is any doubt that the school may need to close the next day due to poor weather, the Communications Manager will text all parents advising them to check their phone for a further text the next morning and that information will also be displayed on the website.

DELAYED OPENING OF THE SCHOOL

- The Principal will make the decision to open the school late as soon as possible in the event of poor weather or other emergency situations
- The Communications Manager will edit the website to inform parents, send an SMS text to inform parents and place a notification on Twitter
- The Communications Manager will announce the delayed opening on Bradford Schools Online
- Senior School pupils will be informed to go to their normal timetabled lesson. Lady Royd pupils will go to their class.

EARLY CLOSURE OF THE SCHOOL

- The Principal will make the decision to close the school early as soon as possible in the event of poor weather or other emergency situations
- The Communications Manager will edit the website to inform parents, send an SMS text to inform parents to collect students and place a notification on Twitter
- The Network Manager will send a message to every PC in the school asking staff to hold students in their rooms as the school will be closing due to poor weather conditions.
- Office staff should radio the PE staff to alert them to keep students in their lesson.
- Class teachers allow pupils to phone parents so they can make arrangements to get home safely. Once this has been confirmed by the class teacher, the pupil will be allowed to go home.
- Class teachers should right-click and add a comment on the register in SIMS to state the time the student left to meet their parent or go home.
- Any staff who are not teaching should help with the movement of pupils around school.
- Lady Royd class teachers will keep all children in their regular classrooms, with coats and bags ready so that they are easily located when someone arrives to collect them.
- Nursery Manager, Deputy Manager and Admin Assistant to call parents of Nursery children, all staff will supervise pupils in Nursery

SCHOOL CLOSURE DURING A PUBLIC EXAMINATION PERIOD

When the school is declared closed but must be opened for public examination candidates, the decision making process outlined above will go ahead **with the following additions:**

- The Principal will contact the Examinations Officer (PEO)
- The Principal will alert the Communications Manager to edit the website to inform pupils that although main school is closed those taking public examinations should still attend
- Onsite Caretaker will unlock main school and the building where the examinations are taking place
- The Examinations Officer will travel to school and begin to set up for the examinations
- The Principal, Vice Principal and Assistant Principal will also travel to school

NURSERY CLOSURE DURING SCHOOL HOLIDAYS: OVERNIGHT SNOWFALL/OTHER

- Finance Director to contact Nursery Manager and a decision to close the school premises to be made by **6.30am**
- After a decision to close has been made Nursery Manager / BGGG Holiday Club Coordinator to contact staff and pupils booked in for the day

EARLY CLOSURE OF NURSERY DURING SCHOOL HOLIDAYS

- Finance Director to liaise with Nursery Manager and a decision to close as soon as possible in the event of poor weather or other emergency situations
- Nursery Manager to contact parents of pupils on site for parents to collect early. Nursery Manager to ensure 2 members of staff are with pupils at all times until advised by the Nursery Manager, Ofsted ratios being adhered to