



# THE GREETLAND ACADEMY

<b>Approved by:</b>	Local Governing Board		
<b>Responsible department:</b>	Greetland Academy		
<b>Last review date:</b>	September 2024	<b>Last reviewed by:</b>	Helen Crowther
<b>Last updated:</b>	October 2023	<b>Last updated by:</b>	Helen Crowther
<b>Next review due :</b>	September 2025		

It is the Principal's decision to close the school. Closure of the school is a very serious matter and won't be taken slightly. Consideration will be given to:

- Weather conditions
- Weather forecast
- Conditions on the school site
- The ability of staff to be able to get into work

It is for parents to decide whether local conditions prevent their child getting to school on any given day. If the decision to close is taken the following will happen:

- The Principal will inform Calderdale Council and the Trust
- Calderdale Council LA will inform the local radio station
- A member of school staff will inform parents/carers on the school website, school Facebook page, SeeSaw and via text
- Staff will be informed of the closure via the text messaging service (please ensure office has your correct number and you check your phone).

N.B. All school staff should make every attempt to get to work. Failure to do so may result in a loss of pay (HR advice).

If staff are unable to attend because of their local conditions, they must inform the Principal / Vice Principal as soon as possible via their mobile phones.

The Principal / Vice Principal will assume all staff are attending unless contact has been made.

N.B. The Principal may have to reconsider the decision to remain open depending on the number of calls received.

Even if the school is to close, it is important that staff attend whenever it is possible. Staff's role will be to meet with children and parents who didn't receive the message and care for them throughout the day if required.

### **Snow Days**

On snow days, registers will remain open until 9.30am allowing children to arrive safely. The children who are unable to attend due to adverse weather will receive a "Y" code in the register (parents must phone office with reason for absence.) A "Y" code will only operate at the Heads discretion.

It will be necessary to cancel trips, extra-curricular clubs via the office on snow days.

### **Parent Communication**

- Up-to-date information will be placed on website
- Parents will be informed of closure by text, SeeSaw, website and Facebook page

- **Early Closure**

- Should it be necessary to close early, the following will apply:
- Parents should collect children as soon as possible avoiding lunch hour
- Parents should report to the main office when collecting their children. Office staff will collect pupils from their classrooms and bring them to the main entrance
- All children leaving will be recorded on a class list by a member of staff before they are handed over
- All the children who are unable to be collected early will remain in their class until their parents arrive at reception to collect them

Once the numbers of children have been reduced, the Principal will decide if they double up in classes or move to the hall.

N.B. The Principal will decide if the above arrangements will be employed on other occasions e.g. in the event of ice or flooding etc.

Any child left after 3.30pm will be the responsibility of Principal / Deputy Principal or most senior member of staff on site.

### **Early Departure of Staff**

No staff will be allowed to leave until pupil numbers have reduced to manageable levels. This number will be decided on the day by the Principal.

No criteria will be identified in this plan for prioritising staff to leave early. Each individual case will be considered on the day.

N.B. The rationale for this is depends on the individual situation regarding early closure and distance may not be a factor in the ease of being able to travel.

### **Childcare**

As always, the school will try to support its staff in terms of their own safety and that of their children wherever possible. Any staff member who has childcare difficulties (children of school age) is welcome to bring his / her children into school on the day of the difficulty if this is an appropriate setting.