

## Policy and Procedure: School Closure (Pupils)

Date of Board Approval: April 2018

Review date: February 2019



### SCHOOL CLOSURE PROCEDURES

In circumstances of extreme weather conditions or other unexpected events such as for instance loss of heating, we will make a decision to close the school, based on the principal of safety first. All parents should be alert to not only the weather forecast, but also the Leeds City Council updates which affect your child as this may help prepare for any potential disruptions.

#### **Pupils on School Transport or with long commutes.**

Many of our pupils, parents and staff live a considerable distance from school and journeys from surrounding areas of Leeds and Bradford already mean a long daily commute which, should there be severe disruption on the roads, may present an unnecessary risk to those concerned. For this reason we will make a decision on whether to close the school. Parents will be contacted by 7am via Parentmail.

Please could all parents/carers ensure they inform the school of any changes to contact numbers and email addresses. Should you wish to check the details on record, please contact the School Administrator on 0113 8873680 or [jlaydon@khalsascienceacademy.org.uk](mailto:jlaydon@khalsascienceacademy.org.uk)

In the event that heavy snow falls during the day whilst children are in school which threatens major travel disruption to the afternoon rush hour, we may begin transporting children who live outside of Leeds, home earlier than usual. If we do this we will contact parents before their child leaves school so that parents can make arrangements to collect their child from the relevant drop off point. The driver will wait at the drop off point until all children are collected.

#### **Communication Timeline**

6:45am - Principal to make decision to close the school



7:00am - Transport Team made aware and will inform parents of pupils on School Transport



7:00am - Parents made aware of school closure via Parentmail and Leeds City Council website, [www.leeds.gov.uk](http://www.leeds.gov.uk)

**Following a school closure, parents should assume, unless otherwise informed, that the school will re-open on the following day. Should this not be the case they will be contacted as outlined above. Also, please check the school website for any further updates.**

It is always our intention to keep any snow related and other disruptions to school to an absolute minimum and where possible keep the school open to avoid interruption to your child's learning.