



Adverse Weather Closure Policy

1. Decision to close

In the event of adverse weather, every effort will be made for the school to remain open, as long as it is safe to do so. Any decision to close, will be based on a risk assessment that considers the following:

- Conditions on site.
- Access to the site, including where access away from the site is anticipated to become too hazardous for travel later on.
- Staff, student ratios to maintain health & safety and appropriate learning environments on site.
- Appropriate services, for example; heating, water.

The decision to close the school either before or during the school day will be made by the Principal, with guidance from Facilities Manager and support from the Trust's Director of Estates.

Unless a decision to close the school is made, staff and students should plan ahead to attend as normal. The exception to this is where it becomes unsafe to travel, in which case the normal absence reporting procedures should be followed as early as possible.

2. Informing stakeholders

The school will communicate the need to close to all stakeholders through multiple platforms:

- The school website www.caisteracademy.org.uk (Senior Administrator)
- Norfolk County Council website www.disruptions.norfolk.gov.uk/nccclosures_schools (PA to the Principal)
- The schools parental and staff texting system – Arbor (Parental - Attendance Improvement Officer, Staff – PA to the Principal)

In addition, the following stakeholders will be contacted in person:

- School transport providers (Vice Principal Quality of Education)
- Catering providers (Facilities Manager)
- Vulnerable families (Vice Principal Personal Development)

3. Staff actions in event of closure

Staff will be expected to:

- Check in on any staff they line manage, by phone or email as soon as possible.
- Either remain at home or return home as soon as it is practicable to do so.
- Work from home where possible. For example, teaching staff would create remote learning lessons in line with the school's remote learning policy.
- Be available to be directed to support at another school, local to them, which they can safely access.

4. Staff actions in event of closure

Staff will be expected to:

- Check in on any staff they line manage, by phone or email as soon as possible.
- Either remain at home or return home as soon as it is practicable to do so.
- Work from home where possible. For example, teaching staff would create remote learning lessons in line with the school's remote learning policy.
- Be available to be directed to support at another school, local to them, which they can safely access.

5. Safety on site

Where the school remains open during adverse weather, the facilities team will be responsible for ensuring that the Creative Education Trust Winter Gritting / Snow and Gritting policy is followed, including clearing and gritting pathways.

Staff and students are responsible for exercising their own judgement to ensure their safe movement around the site. This includes, taking care when moving around the site, being considerate to others and wearing appropriate footwear and additional clothing when outside