

“The Summit is what drives us, but the climb itself is what matters”



## THE SUMMIT FEDERATION

Executive Headteacher: Mr. Damien Bond

### Emergency School Closure Policy

Document Status			
<b>Date of Next Review</b>	November 2028	Full Governing Body	
<b>Success Criteria for review completion</b>	All docs read and amended as necessary.	<b>Responsibility</b>	Chair of Governors
<b>Date of Policy Creation</b>	September 2025	<b>Name</b>	James Piggott
<b>Date of Policy Adoption by Governing Body</b> 26 <sup>th</sup> November 2025 V1	<b>Signed:</b> (Governor responsible)  <b>Signed:</b> (Headteacher)		
<b>Method of Communication (e.g Website, Noticeboard, etc)</b> Website and Cloud System			

The Summit Federation of schools will attempt to remain open at all times, however there may be occasions when we have to close whether fully or partially. This may be due to severe weather or a lack of amenities. If conditions occur which result in closure of a school, the following guidelines apply:

We will whenever possible, give prior notice of closure by the school sending a Weduc (Reach More Parents) notification. This may mean full or partial closure of the school, or a delayed opening.

If school is to close due to severe weather conditions during the night, we will contact Kirklees who will post information on the council site [www.kirklees.gov.uk/schoolclosures](http://www.kirklees.gov.uk/schoolclosures) where you will find up-to-date information. You can also check on weather and gritting updates at [www.kirklees.gov.uk/winter](http://www.kirklees.gov.uk/winter)

Please bear in mind, if you try to contact school that the telephone is likely to be busy or unmanned. We aim to make decisions as soon as possible, at the latest 8.00am. We may not be able to let you know whether the school is closed before 8.00am as we need to give our staff the opportunity to attempt to get to school.

Our children are still young and we do not envisage any children arriving at school without a responsible adult. Adults bringing children to school should always ensure that school is open before leaving their child.

In order to operate safely the school must have all its services (heating, water, etc.) and enough teachers and other staff to operate effectively. Consideration will be given to access to the school grounds, including roads for emergency vehicles.

In the event of a closure during the day, parents will be contacted in the first instance by a Weduc notification. All parents will be informed of these procedures on an annual basis, and parents will be reminded that school will require up to date contact information.

If during the course of a school day the weather deteriorates a decision may be made to allow parents to collect their children earlier. This can relieve pressure on the local roads and make it safer for children travelling. If this decision is taken a Weduc notification will be sent through the schools messaging service.

The executive headteacher will make the final decision. If parents do not receive messages about a school being closed they should assume it is open as normal.