HECKMONDWIKE
GRAMMAR SCHOOL

School Closure – Severe Weather Conditions Protocol

The school may have to close at unexpected times due to severe weather conditions. The decision as to whether the weather conditions necessitate the closure of the school rests with the Headteacher.

1) Deciding to Close the School

The presumption should be in favour of keeping the school open unless, in the Headteacher's view, to do so would put the health, safety or welfare of pupils and/or staff at risk. The decision will be based on the following considerations:

- Short- and longer-term weather information and the conditions ahead.
- Transport operators. Conditions of roads, rail services etc.
- Pupil Safety – provision for pupils who cannot be collected or delivered home need to be kept at school and supervised.
- Availability of staff – The school's capability to function, even to a limited extent, will depend on there being sufficient staff to cover.

2) Communication Systems

The school will aim to communicate any closure information to parents as quickly as possible. This will also be the case if the school is to remain open. Communication methods are as below and will be implemented in the order shown:

- Details will be posted on the school website and social media platforms from 6.30am
- The SIMS Intouch messaging system will be used to send text messages to those for whom we hold valid numbers. A Classcharts message will also be sent.
- School will inform Kirklees LA.
- Staff will also be alerted as soon as practicable via text or telephone, using the communications tree. Colleagues should make sure they have the numbers of those immediately beneath them, and the one above, in order to facilitate this.
- The school switchboard may be staffed but this cannot be guaranteed, as the capacity to achieve this may depend upon the severity of the conditions.
- There is no expectation that staff will provide or set work for students on the first day the school is closed.

4) Subsequent Days

Information will be updated on a daily basis of the status of the school as early as possible on each subsequent day.

5) Notification of Pupil Absence

If a parent has concerns about their child's welfare travelling between home and school and need to make the decision to keep them at home for safety reasons they should inform the school as soon as possible.

Reviewed October 2026