

## Adverse weather and Emergency School Closure Communication Procedure

### Decision

- A decision will be made by a member of the Senior Leadership Team and the Site Manager as to whether or not school will open based on the safety of the site and safety to travel to the site.

### Website

- By 7.15am the website will be updated to confirm whether the school will be open or closed and any other special instruction.

### SMS & answerphone

- A message will be sent to all staff and parents to confirm whether the school will be closed and any other special instruction. The school voicemail message will also be updated with the same information.

### Calderdale Website

- The Calderdale website will be updated to confirm our status and this will trigger an automatic update to local radio stations.