



Emergency Closure and Severe Weather Procedure

*KCSCITT trainees complete their training **fully prepared** for the reality of the **classroom** and ready to make a **positive contribution** to the **teaching profession** and **pupil outcomes**, having been supported by a **professional family***

THIS POLICY/GUIDANCE IS CORRECT AT THE TIME OF WRITING BUT IS SUBJECT TO CHANGE – AMENDMENTS WILL BE MADE AS AND WHEN REQUIRED.

Ratified – January 2023
To be reviewed – Autumn 2023

It is a rare event for a school/academy to be closed on a normal school day. It can happen if there is a breakdown of essential services such as heating failure, no water or electricity supply. It can also occur if there are severe weather conditions.

Emergency School/Academy Closure on a School Placement Day

In the event of an Emergency School/Academy Closure when placed in one of your host schools, trainees should adhere to the individual school/academies Emergency Closure policy. Please make sure that you have a copy of this policy and are fully aware of the school/academies means of communication.

A school/academy may need to close temporarily due one of the following reasons,

- Where there is a breakdown/loss of an essential service to the school/academy which cannot be compensated by alternative provision
- Where damage to a particular part of the school/academy cannot be compensated by alternative provision
- Where there are severe weather conditions adversely affecting access to school/academy
- If instructed to close by local or national government for national emergencies

Emergency school/academy closures close the school/academy for pupils and staff. **Emergency closure days are working days.**

If a host school/academy needs to implement its Emergency Closure procedures, trainees must inform KCSCITT by emailing or telephoning the Business Manager in a timely manner.

Some schools/academies will make the decision to provide online learning if the school/academy is to remain closed for a period of time. If this involves online teaching, trainees must ensure they are familiar with the schools/academies online safeguarding procedures.

If a host school/academy is closed to staff and pupils and trainees are not involved with delivering online lessons, trainees are directed by the KCSCITT to work on the following:

- Continue planning and resourcing lessons according to your timetable
- Follow up any of the actions that are included in the Friday Briefing email
- Catch up on any NASBTT Networks Live (NNL)
- Access and explore the NASBTT SEND Toolkit and Subject Resources
- Review and update your subject audits
- Draft your next Review Point statements
- Engage with evidenced based research that supports your PGCE assignment or underpins the CCF
- Work on your PGCE Assignment
- Ensure your portal is up to date - especially Lesson plans and Evaluations.

Emergency KCSCITT Office Closure on a Core Training Day

The KCSCITT may need to close temporarily due one of the following reasons,

- Where there is a breakdown/loss of an essential service to the KCSCITT which cannot be compensated by alternative provision
- Where damage to a particular part of the KCSCITT cannot be compensated by alternative provision

Where possible any closure will be communicated to trainees by email the previous afternoon.

In the event of an overnight breakdown trainees will be informed of any closure by email, Whatsapp message or a text message, as soon as the KCSCITT staff are aware of the situation and have made the decision to close the KCSCITT Office until further notice.

The KCSCITT may need to close temporarily due to severe weather conditions adversely affecting access to the KCSCITT Office.

When exceptionally severe weather conditions are forecast in advance for the whole authority and the Met Office issue weather warnings which recommend that only essential journeys should be made, the decision to close the KCSCITT Office will be communicated to trainees by email the previous evening.

In the event of heavy snowfall overnight trainees will be informed of any closure by email, Whatsapp message or a text message by 7.30am.

The decision to close the KCSCITT Office will depend on:

- A significant number of staff are unable to come in to keep the KCSCITT Office open safely.
- The trainer/facilitator being able to travel to the KCSCITT Office.
- Conditions on site are dangerous.
- Conditions are considered to be or are anticipated to later become too hazardous for travel.

In the event of closure, the KCSCITT Business Manager will:

- Send a group WhatsApp to the trainees group for those trainees in the group.
For those not in the group, if we have a mobile number, we will send a text. If you change your mobile number, please update KCSCITT with an up-to-date number which we can contact you on.
- Email all trainees on the email address we have recorded for you
In the event of heavy snow fall or adverse weather during the day that causes us to be concerned about trainee's welfare in relation to returning home, we will send trainees home.

Staff will always make every reasonable effort to undertake the journey to the KCSCITT Office. It is appreciated that the journey may take longer than normal and therefore some staff may not be able to arrive before the normal start of the training day.

KCSCITT appreciates that during bad weather trainees may arrive later than normal; trainees should endeavour to contact the KCSCITT Office to let them know they are on their way if likely to be delayed if they are able to do so safely.

If training is unable to take place face to face, training may be delivered virtually or you will be directed to KCSCITT related tasks.

Publication

This policy will be available through the Kirklees and Calderdale SCITT website and our documentation. A copy is available from the KCSCITT office.