



# Severe Weather Procedure

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**Policy Details**

Person Responsible for this Policy	<b>Angela Ransby</b>
Policy Author	<b>Angela Ransby</b>
Date to Central Leadership	<b>February 2024</b>
Date Approved	<b>26<sup>th</sup> February 2024</b>
Review Date	<b>February 2025</b>
Policy displayed on website	<b>YES</b>

CEO Signature	<b>Angela Ransby</b>
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<b>Updates Made</b>	<b>Date</b>

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Raedwald Trust is committed to providing a safe working and learning environment. In doing so, we will ensure that any disruption to the normal functioning of the Trust will remain minimal, whilst not compromising the safety and well-being of our staff and students.

Please be aware that a closure is a very unlikely event and that unless staff and pupils receive official notification of a closure, they are expected to attend as normal. A complete closure will only occur when there is severe disruption to the site where, for reasons of health and safety, it would not be possible to continue normal operations.

The decision to close any of the Raedwald Trust sites in the event of severe weather conditions will be taken by the Head Teacher/s in consultation with the CEO.

Situations that develop during the school day will be communicated to parents via telephone/text message in a timely manner.

If a situation occurs overnight, a decision will be made as early as possible that morning. In the event of needing to close one or all of the Raedwald Trust sites, or operate a reduced day, parents will be contacted by telephone/text message and by email as early as possible.

The Raedwald Trust website [www.raedwaldtrust.org](http://www.raedwaldtrust.org) will be kept up to date with information about any closures. The same information will appear on the Trust's social media pages and on [www.suffolkcc.gov.uk](http://www.suffolkcc.gov.uk)