



CASTLEMAN ACADEMY TRUST

POLICY :

School Closure

Author: Chief Executive Officer

Date: May 2022

Review Body: Trust Board

Date Adopted: 26th May, 2022

Review Date: Summer 2025

Review Frequency: Three years

Please note that this policy is one of the suite of CAT Policies for School Standards Boards to acknowledge.

CASTLEMAN ACADEMY TRUST School Closure Policy

Our policies refer to Senior Leaders. This can mean Executive Head Teacher, Head Teacher or Head of School.

It is the policy of the Castleman Academy Trust that schools will always be open if the Health and Safety of the school community will not be compromised by doing so. The school community includes the children, their families, the staff and their families. When the decision to close the school is made it is taken after consultation with the Site staff, the Senior Leaders and the Chief Executive Officer. At times the Heads of neighbouring schools will also be consulted in order ensure a consistent and co-ordinated approach in the Pyramid.

All staff are under CAT Employment Policies and Procedures, which state:-

24.0 Bad Weather Conditions or Serious Disruption to Transport Arrangements or Similar Emergency

24.1 Where as a result of bad weather conditions, or advice from the emergency services, or a serious disruption to their transport arrangements (e.g. national petrol shortage, disruption to public transport) employees are prevented from getting to work in spite of having made a real effort to do so or to avoid pressure/duress in trying to get to work, at the discretion of the Senior Leaders depending on the circumstances of each case, the lost time will be treated as either paid or unpaid leave.

If the school is closed, staff will still be expected to report for their duties if it is safe to do so. If staff who do not attend for work due to bad weather or school closure, the decision to allow them to take unpaid leave lies with the Senior Leaders.

However, the Senior Leaders can also offer time in lieu as an alternative to leave without pay. This decision will be made in consultation with staff at the time. It is not possible to offer teaching staff this option as they are required to be in school with their class during term time. If a staff member is not able to attend for duties for Health and Safety reasons, the Senior Leaders may authorise them working from home. This decision will be made on an individual basis.

All schools are able to offer learners access to remote learning platforms so that they can access learning activities although school may be closed.

CAT acknowledges that at times family commitments make it difficult to attend for work, particularly in the case of inclement weather. All staff are under Trust guidelines and policy with regard to dependent leave. This states:-

12.0 Dependant/Compassionate Leave

12.1 Employees have a statutory right to take reasonable unpaid time off in order to deal with a range of events affecting a dependant ("Dependant Leave"). This is to deal with certain unexpected or sudden emergencies and to make any necessary longer-term arrangements for the dependant to be cared for.

12.2 A “dependant” is the spouse, partner, child or parent of the employee or a relative living in the same household. It may also be someone who reasonably relies on the employee for assistance and arrangements for the provision of care but is not necessarily related or living in the same household, e.g. an elderly neighbour.

12.3 The school may consider granting up to 3 days of paid leave a year to care for a dependant, any other time off to care for a dependant will be treated as unpaid leave. Whilst by its very nature it is usually not possible to give notice of dependant leave, employees are asked to notify their manager as early as possible, preferably within 30 minutes of their normal starting time on the first day of absence. Employees who have contracts for 52 weeks of the year may consider requesting the time as annual leave rather than unpaid leave.

Our staff are entitled to the above.

There may be times where the schools of our staff’s children are closed. The school also offers the opportunity to staff bringing their children into school with them provided they are not ill. If childcare is an issue for staff, their children are welcome to attend with their parents.

Equality Impact Assessment

This policy has been reviewed with the equality impact considerations as laid down in the school’s Equality Policy.