



5 January 2026

Dear Parents / Carers

## Adverse Weather Protocol

At this time of year, there is always a possibility of severe weather conditions such as heavy snow, ice and all the associated issues that these conditions may bring. Our priority is always to keep the school open and ensure our students don't miss any lessons so we will only close the school in extreme conditions where the safety of both students and staff is at risk. Therefore, parents should assume the school will be open unless official communication is issued from the school. For clarity, our protocol in the event of severe weather is as follows:

### Severe Weather Conditions Before Departure for School

Safety will always be the first consideration. Any decision to close the school because of severe weather will be taken in the light of local conditions and an assessment of risk in relation to site safety and appropriate staffing levels. The decision will be made by the Executive Headteacher and Head of School in liaison with the Business Operations Manager and the site team. Where possible, advanced warning will be given but the following steps will be taken to inform parents and carers of school closure in the morning:

- Class Charts
- An announcement on the school website ([www.jfcs.org.uk](http://www.jfcs.org.uk))
- An announcement on our social media channel - Facebook

In this instance, students will be provided with online learning through Class Charts.

### Severe or Deteriorating Weather Conditions During the Day

With our students' safety in mind, we will keep a constant check on road reports and weather forecasts. If conditions worsen during the day, it would normally be our policy:

- to notify parents via ClassCharts/email that the school will be closing early
- to contact the bus companies to arrange an earlier pick up for students who catch the bus. However, this is at each bus company's discretion
- to remain open for students who are unable to get home
- to enable students to begin their journey home before the weather worsens

**Subsequent Day(s)**

Should a subsequent day(s) of closure be necessary, the methods listed above will be used to notify all parents/carers.

**We need your support to make these procedures work**

We would ask that parents and carers support us by:

- Limiting contact with your child via mobile phone before you have received official communication from the school. We understand that some parents will be anxious to communicate arrangements with their child. However, it does make it more difficult for staff in school to keep all students calm and reassured.
- Not arriving on site to collect your child without warning. Previously, this has led to our reception area becoming crowded and added to the pressure on our staff in locating students. If you are exceptionally concerned about your child's journey home for a specific extenuating reason and you wish to collect them from school earlier than our proposed plan, please make this request by contacting us on 01332 880260 before reporting to Main Reception.
- Remaining mindful of our school vision of creating a 'culture of kindness' when speaking to our staff as they work hard to respond to often fast-moving situations.

Finally, if you do not receive information from the school to the contrary, please assume that school will be open as usual.

Thank you for your support with this. In these circumstances which are extremely infrequent, our intention is to ensure that all students and staff are safe and supported.

Yours sincerely



Mrs L Hilton  
Head of School