



**YCAT**  
Yorkshire Collaborative  
Academy Trust

ASKWITH PRIMARY SCHOOL  
Askwith  
Nr Otley  
North Yorkshire  
LS21 2JB

Tel (01943) 462896  
E-mail: [askwith@ycatschools.co.uk](mailto:askwith@ycatschools.co.uk)  
[www.askwith.n-yorks.sch.uk](http://www.askwith.n-yorks.sch.uk)  
Headteacher: Mrs E Nayler

### School Closure Procedure

Our priority is to keep the school open as long as it is safe for the pupils, parents and staff to travel to and from school. However, in the case of adverse weather, it may be necessary to close the school either before the school day has started or during the school day.

#### Closure before the school day has started:

If there has been snow overnight, a decision will be made by 7am whether or not the school will open and this will be communicated to parents using the text service. If the decision is made to open but you are concerned about the safety of your own journey, then you should prioritise your safety and that of your children.

If you decide not to bring your children to school, please inform school in the usual manner by leaving a message before 9.30am on the telephone answer service. If your child is absent because it would not be safe to travel, then this will be recorded as an authorised absence.

If you decide to delay your journey and bring your child in late, please let school know by leaving a message on the telephone answer service. *If you will be bringing your child in late but want to order a school lunch for them, then this must be stated on the message as lunch numbers are done at 9.30am.*

#### Closure during the school day:

If the weather deteriorates during the school day then a decision may have to be made to close the school. As soon as this decision has been made, it will be communicated to parents using the text service.

If this is the case, please collect your child as soon as it is safe to do so. If you would like your child to be collected by another parent or relative, we must be informed via telephone. We will not let a child be taken home by a different parent or unknown relative unless we receive an instruction from you to do so.

Staff will remain in school until the last child has been collected.

In order for the above procedure to be effective, we must be kept informed of any changes to mobile numbers for the text service. Thank you for your co-operation with this procedure.

