

Broadcasting media contact list

Please note once you have notified the ChYPS Marketing & Communications Team, all broadcasting media will be informed of your school closure. Please find the contact list below for your information only, so you can notify parents and carers of which radio stations to listen to for up-to-date information. Please note you do not need to know any passwords for the media in relation to closing your school due to severe weather conditions.

Radio Aire & Magic 828

Tel: 0113 2835600 (6am-5.30pm)

Tel: 0113 2835500 (9am-5.30pm)

Fax: 0113 2835601

Email: aire.news@radioaire.com

Radio Leeds

Tel: 0113 2247300 (5am-10pm)

Tel: 0845 3033333 (4am-1am)

Fax: 0113 2247316

Email: radio.leeds@bbc.co.uk

Pennine FM

Tel: 01484 321107

Fax: 01484 311079

Email: studio@penninefm.net

Pulse/Classic Gold

Tel: 01274 305607 (5.30am-7pm)

Email: news@pulse.co.uk

Galaxy 105

Tel: 0113 085199

Email: galaxynews@galaxyfm.com

Real Radio

Tel: 0113 3071444 (5am-7pm)

Email: jamie.fletcher@realradio.co.uk

Email: ricky.durkin@realradio.co.uk

BBC TV Look North

Tel: 0113 2441188 (switchboard)

Tel: 0113 2247041

Fax: 0113 2439387

Email: look.north@bbc.co.uk

YTV Calendar

Tel: 0113 2228700

Fax: 0113 2433655

Email: calendar@yorkshire.tv.co.uk

Huddersfield Examiner

Tel: 01484 430000

Email: editorial@examiner.co.uk

Dewsbury Reporter

Tel: 01924 468282

Email: batleyeditorial@ywng.co.uk

Email: dewsburyeditorial@ywng.co.uk

Dewsbury Press

Tel: 01924 439498

Email: news@thepressnews.co.uk

Children & Young People Service

Guidelines

for schools on handling
closures due to severe
weather conditions



Closures due to snow or severe weather conditions

When weather conditions are severe, the headteacher or nominated deputy may decide that, for health and safety reasons, they have to close their school to children. How you subsequently handle the closure depends on whether you have taken the decision yourself (as headteacher or nominated deputy), or the decision has been taken by Kirklees Children & Young People Service (ChYPS).

If the decision to close your school has been taken by the headteacher or nominated deputy, you should inform the following contacts as appropriate:

- The ChYPS Marketing and Communications team on 01484 225293 (this number has an answer machine so please leave a message giving your school name, your contact name and phone number and confirmation of whether you are open or closed). Please also email: chyps.marketing@kirklees.gov.uk with the same information. Once this team has received notification from your school we will publicise your closure on the Kirklees website and also inform transport, catering, caretaking, cleaning, asset management and the press on your behalf.
- Parents/carers, giving them as much notice as possible. If you are warning them that you might wait until the following morning to make a firm decision, remind them which radio stations to listen to for the information (information on radio stations is on the back page of this booklet).
- Staff that you intend to close the school to pupils. Remind them that they should still report for work as usual, according to the school's Emergency Plan. For schools this may include a provision for the headteacher to direct individual teaching staff to work from home in certain circumstances. Office and support staff should have appropriate tasks unless directed otherwise by their manager.
- If staff cannot get into their workplace, individual circumstances should be taken into account and the facts of why they did not get in dealt with on their merits.
- The chair of governors, if possible, at an appropriate time as a courtesy.

It is only realistic to send pupils home during the school day where the headteacher believes it is safe to do so. Where practical (bearing in mind the size of the school and the age of the children) you should take all reasonable steps to contact parents or the emergency contact for pupils before you send them home. Your Emergency Plan should set out how you will carry out this task and how you make sure your parent/emergency contact data is up-to-date. Your Emergency Plan should also include a contingency for those pupils whose parents/emergency contacts cannot collect them immediately.

If the decision to close your school has been taken by ChYPS, the following procedures will be implemented (often referred to as the 'snow list')

If exceptionally severe weather conditions are forecast for the whole area, or if the police advise the council of major problems for people using the roads or public transport, ChYPS could make the decision to close all schools to pupils the following day.

In this case :

- ChYPS will inform the secretaries of KHSH, KMSH, KPH, KSSH, NAHT, SHA, NUT, NASUWT, ATL, UNISON & GMB.
- If the decision is taken before 2.30pm, ChYPS will contact all headteachers by phone and email the school and ask them to advise parents.
- If the decision is taken after 2.30pm ChYPS will either contact all headteachers at school by email or phone or will contact them at home by phone.
- ChYPS will then advise all the radio stations as well as BBC TV Look North and ITV Calendar and ask them to make announcements that evening and the following morning. The announcement will state which schools will be closed for pupils and that staff should report according to their school's Emergency Plan.
- It could be that some pupils will still turn up at school and each school should have a contingency for this in their Emergency Plan.