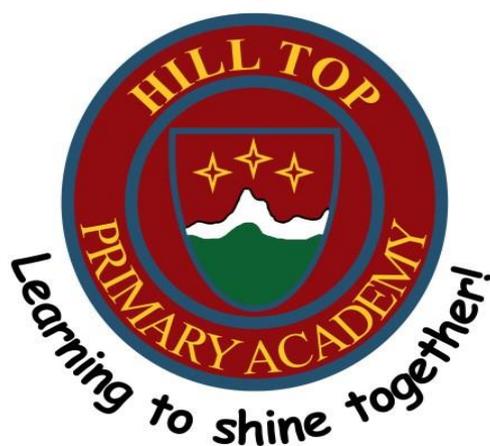


Hill Top Primary Academy

A Member of Leodis Academies Trust

Extreme Weather Policy



<i>Plan administration</i>	
<i>Version Number</i>	3
<i>Date of issue</i>	April 2017
<i>Date of next review</i>	January 2019
<i>Person responsible for review</i>	
<i>Signed and dated Principal</i>	
<i>Signed and dated and in Goves minutes Chair of Governors</i>	

Hill Top Primary Academy is an inclusive school; we believe that every child has a right to a broad, balanced and effective education regardless of race, gender, age, sexuality or special need. Please refer to our Equal Opportunities Policy for further details of this.

In anticipation of extreme weather conditions it is prudent for schools to prepare for such events effectively. At Hill Top Primary Academy, we have set out procedures within this policy to:

- *Ensure the safety and wellbeing of all pupils and employees should the school have to deal with severe, inclement weather; and*
- *Ensure that all employees and parents are clear about their roles and responsibilities in the event of severe weather or school closure.*

Inclement weather can be defined as snow, ice, and fog, which render journeys extremely hazardous. Extremely hazardous includes those conditions in which the appropriate authorities advise people not to make unnecessary journeys or indeed travel at all. The decision to close a school unexpectedly is not taken lightly; it is a decision which will be made by the school (Principal). In all cases we will seek to avoid a school closure unless it is absolutely necessary. The school aim is to maintain a service to parents and pupils for as long as is reasonably practical. However the interest and safety of children and staff are paramount under these circumstances.

In these circumstances we may take the following actions:

- *Open school later than normal*
- *End the school day earlier than normal*
- *Open the school only for some pupils*
- *Close the school (as a last resort)*

Closure before the school day begins

Procedures

Once the decision to close the school or alter timings has been made the Principal will:

- *Inform Leodis schools and the local authority via the recognised channels. This function may be delegated to either the Vice Principal or the Senior Office Administrator who both have permissions to do so.*
- *The Chair of Governors will be notified.*
- *The Local Authority website will be updated with school closures regularly.*
- *Parents will be informed by text message of the closure, if possible by 8.00 am. This function will be processed by either Principal, Vice Principal or Senior Office administrator.*
- *Staff will also be informed by the internal 'snowline' mechanism of the closure, if possible by 8.00 am.*
- *The school website will display an information message and it will go on the school app. **www.hilltopprimary.org.uk***
- *The school closure will be posted on Radio Aire **96.3FM** and **www.radioaire.co.uk** and on Radio Leeds **92.4FM** and will be both broadcast and visible on the websites.*

- *If the closure lasts longer than one day, further text messages will be sent to parents and staff and the school web site and App will be updated.*
- *Staff will be updated by text message daily as necessary.*
- *A return to school will be notified to parents and staff by text message and the school web site/App will be updated.*

Closure within the school day

If inclement weather forces the closure of the school once sessions have started then the following will apply:

Procedures

Once the decision to close the school or alter timings has been made the Principal will:

- *Inform the local authority via the recognised channels. This function may be delegated to either the Vice Principal or the Senior Administrator who both have permissions to do so.*
- *The Chair of Governors will be notified.*
- *The local authority website will be updated with school closures regularly.*
- *Parents will be informed by text message of the closure as soon as possible. This function will be processed by either Principal, Vice Principal or Senior Administrator.*
- *The school website/App will display an information message **www.hilltopprimary.org.uk***
- *The school closure will be posted on Radio Aire **96.3FM** and **www.radioaire.co.uk** and on Radio Leeds **92.4FM** and will be both broadcast and visible on the websites.*
- *Parents will come to the school entrance to collect their children. Staff will collect them from classes and bring them to parents.*
- *No child will be allowed to walk home alone.*
- *Parents will be able to take children from other families only if the parent of those children has first contacted school to give permission.*
- *Staff will be allowed to leave once enough pupils have left so as to make it safe within school in respect of staffing ratios. Those staff with the furthest to travel will be allowed to leave first and subsequently in approximate distance order.*
- *There will be local staff within school until the last child has left.*
- *If it is likely that this process will cut across the lunchtime period then food will continue to be provided where possible, albeit it at a reduced level of choice.*
- *A return to school will be notified to parents and staff by text message and the school web site/App will be updated.*

Responsibilities

Parents

- *Keep school informed of any changes in mobile telephone numbers,*
- *Check mobile phone for messages, and relevant web sites.*

Staff

- *Keep school informed of any changes in mobile telephone numbers.*
- *Check mobile phone for messages, and relevant web sites/App.*
- *If school is closed, to work on planning & preparation at home for the duration of the closure.*

Head teacher

- *To keep the local authority fully informed*
- *To keep parents and staff fully informed*
- *To keep the Chair of governors informed*

Full or partial re-opening

Responsibilities

Principal

Risk assessment carried out to ascertain whether it is safe for staff and pupils to return to school which would include:

- *Heating system working*
- *Ensure pathways have been prioritised and cleared*
- *Car parking facilities*
- *Risk of slipping on floors inside school*
- *Staffing levels*
- *Identify which members of staff live close enough to the school and should be able to make it in.*
- *Identify/prioritise which classes/year groups may be kept operational if a full return is not possible.*
- *Consider the possibility of opening later and closing earlier.*
- *Advising staff/pupils to wear sensible clothing and footwear*

Site manager

- *Check heating system regularly.*
- *Check stocks of rock salt.*

- *Check that matting located in entrance areas is suitable and in good condition to minimise the risk of slipping.*
- *Ensure that there is suitable equipment to clear away snow/ice to create safe pathways in and out of the school building.*
- *Ensure that the pathways around the building and to entrances are maintained.*