

Extreme Weather Protocol

Information Sheet for Parents and Carers

- **At Monton Green Primary we now implemented a Severe Weather Protocol.**
- **It is our aim that the school will remain open whenever possible but each situation will be assessed individually and will be subject to variation and change.**
- **As you will appreciate we must take into account both pupil and staff safety not only whilst in the school but also in attempting to travel to and from Monton Green Primary School.**

In the event of severe weather the protocol will be;

1. Early Bird and After School club will not open and parents will be given credit for any booking already made and paid for.
2. The school will be assessed by key staff to ensure that it is safe and the heating and water are working to a satisfactory standard.
3. The School Business Manager or Office Manager will notify parents via text and e-mail messaging services of the opening arrangements for the school. The school website will also be updated.
4. The School Business Manager or Office Manager will advise parents which classes should attend the school. Priority for opening will be given to the oldest children i.e. Year 6 then Year 5 etc. depending upon the number of staff who actually arrive at school.
5. Parents should expect to be requested to send their child with a packed lunch as sufficient catering staff may not be able to access the school in order to provide a hot meal.
6. For pupil and staff safety, if the severe weather relates to snow and ice, the gates on the playground entrances may not be opened and all parents and pupils may be required to use the main reception entrance at the start and end of the school day.
7. Parents must be aware that the situation will be monitored by key staff regularly and opening and closing times will be subject

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to variation such as opening later and closing earlier, depending upon the changes in the weather circumstances.

8. The school will endeavour to maintain effective communication with parents via the LA Website, text and e-mail messages, the school website and, once staff arrive in school, via the telephone voicemail message.
9. School staff will contact parents and carers as and when appropriate to organise a working party to help with clearing and gritting a pathway on the school driveway under the direction of key school staff.

Implemented September 2010

Reviewed December 2011

Reviewed November 2012

Reviewed November 2013

Reviewed November 2014

Reviewed & updated October 2016

Reviewed & updated December 2017