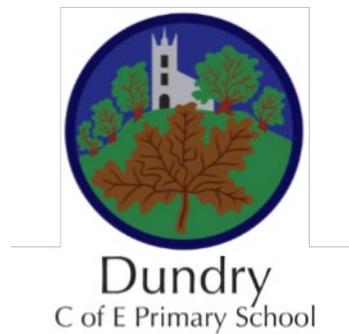


Dundry Primary School  
110 Dundry Lane  
Bristol  
BS41 8JE



Tel: 0117 9647181  
office@dundry.com  
[www.dundry.com](http://www.dundry.com)

Executive Headteacher: Mrs Michelle Parsons NPQH. M.A., B.Ed(Hons)

30<sup>th</sup> January 2019

### **Annual Issue of Severe Weather Policy**

Dear Parents/Carers

From time to time schools have to deal with an environmental emergency such as snow, flood, power cuts, lack of hot water or running water and fuel shortages, which affect the running of the school. However obviously, schools should be kept open wherever possible and we will only decide to close the school as a last resort based on the Health and Safety implications for pupils and staff.

The decision to close or partially close a school will be based on access to essential services and transport safety. Closing a school is never an easy option and every effort will be made to give adequate notice to parents. **In the UNLIKELY event of closure the following procedures are in place.**

#### **Notification of Closure**

Once a decision to close the school or restrict attendance has been made, we will send a School Ping and update our school website.

**School Ping:** Parent communication app/email. Please make sure we have your up to date mobile number and email address and that you can access School Ping.

**Websites:** [www.dundry.com](http://www.dundry.com) and <http://www.n-somerset.gov.uk/my-services/community-safety-crime/emergency/emergency-closures/primary-schools-emergency-closures-and-information-2/>

#### **Safety of Pupils**

Where the decision is taken to close the school during the day, parents will be contacted via School Ping.

#### **Staff**

Staff will make all reasonable efforts to attend work. All reasonable action to ensure adequate staffing in the school will be made during an emergency closure.

#### **Home to School Transport**

If Transport Services or individual contractors are of the opinion that their school transport cannot run, or that children should be collected from school early, they will consult with the Executive Headteacher. A joint decision will then be made as to what should be done in the interests of pupil safety.

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If it is decided that the school should close early e.g. due to worsening weather, then we will contact Transport Services and the regular contractors, to arrange an earlier pick up time. Parents will be informed directly if their child is being sent home on the school transport before they leave the school site. No child will be sent home on the transport if the parent has not been contacted or is not able to meet their child in the normal way. If it is decided, outside normal school hours, that the school should not open, we will contact all contractors directly and notify Transport Services at the earliest opportunity.

### **Planning and Preparation**

1. Executive Headteacher will contact the Chair of Governors to decide if the school needs to be closed.
2. In the event of severe weather conditions, parents will receive a School Ping and should log on to the school website.

Thank you for taking the time to read this important information. We hope that it will be unnecessary to close the school at any point but recognise that there may be an occasion in which we have to react to an emergency.

A handwritten signature in black ink, appearing to read 'Michelle Parsons'.

Michelle Parsons  
Executive Headteacher