



Procedures for Snow, Ice and Extreme Weather - Potential School Closure

The following procedures have been created in the event that snow, ice or extreme weather conditions may endanger the safety of children, staff and other stakeholders. The following procedures will be used in the event of school closure or where action must be taken to minimise risk. It will be the responsibility of the Headteacher to decide whether school will close or remain open in these conditions. This decision will only be made following consultation with the local authority to ensure the safeguarding of children, staff and other stakeholders/visitors.

In the event of significant snowfall, to the point where staff feel it would put them in danger to travel to school due to the weather, action will be taken to close or partially close the school. This will only be done under extreme circumstances.

If there has been severe snowfall and parents deem the conditions to be too unsafe to travel to get their child to school, they should inform the school and keep school updated as to when their child will return.

REASONS FOR SCHOOL CLOSURE

Snowfall – Outside of school hours

If there has been heavy snowfall outside of school hours, the Headteacher will make a decision as to whether or not they feel conditions are unsafe for staff and children to travel to school. A member of staff who lives within walking distance of the school may be asked to visually inspect the school grounds and report back to the Headteacher, if it is safe to do so. This information will then inform the Headteacher's decision, which will be made at approximately 7.30am and then filtered out to staff and parents via the procedures detailed in this document. If a member of staff is on site (e.g. Caretaker), then they may report back to Headteacher.

If snowy conditions are more localised and a member of staff feels they are unable to get to work safely due to the snow, they should contact the Headteacher as soon as possible so that adequate cover can be organised. In such cases, the member of staff should keep the Headteacher informed of their situation and return to work once it is safe to do so. They should also ensure that they remain in contact with school via email, as time may be directed during closure in line with employment expectations.

Snowfall - During school hours

If it begins to snow during the school day, the Headteacher will monitor the weather conditions and, if the snow remains heavy for a prolonged period, a decision may be taken to close the school to ensure staff and children are able to get home safely before conditions worsen. In the event of such a decision being made, action must be taken immediately to inform parents so that children are collected as soon and as safely as possible. This will be done via the school text messaging system (Teachers2Parents) adding a message to the main page of the school's website and finally via telephone, where necessary. In the event of very severe weather, it may be necessary for some staff members to leave school before all of the children have been collected due to their individual travel needs. In such instances, members of staff who are able to stay will remain in school until all children have been collected before leaving themselves.

Icy Conditions

In certain icy conditions it may become unsafe for staff to travel to work. This may be across the wider Warrington area or restricted to other areas. In the event of icy conditions which prevent all staff from getting safely to school, the Headteacher will make a decision as to whether school will close or open later. In the event of this happening staff/parents will be informed via the procedures below.

If icy conditions are more localised and a member or staff feels they are unable to get to work safely due to the icy conditions, they should contact the Headteacher as soon as possible so that adequate cover can be organised. In such cases, the member of staff should keep the Headteacher informed of their situation and return to work once it is safe to do so.

PROCEDURES FOR SCHOOL CLOSURE

Procedure for school closure – Informing Staff

Once the Headteacher has made the decision, following liaison with the Local Authority (LA), to close the school due to severe weather, they will use the agreed system to filter down the information to staff. It is the Headteacher's responsibility to ensure all staff are kept updated. All staff will have been informed of the system for contacting them in the event of school closure. Staff are asked to liaise with their designated point of contact on the system. During a period of school closure, particularly where this may be prolonged, staff should ensure they check their emails regularly as updates and work activities may be given via email communication.

Procedure for school Closure – Parents/Children

Outside of school hours

If the Headteacher makes the decision to close the school, every effort will be made to ensure parents are informed as soon as possible. In such instances, parents will be informed via the following methods;

- A text message will be sent by the school text message system to inform parents of the closure.
- The front page of the school website will be updated by the Headteacher, Deputy Headteacher or Member of the Admin Team to inform parents of the closure.
- The Headteacher will inform Wire FM (local radio station) of the closure - **0844 736 0083**.
- In addition to this, the Headteacher will inform the local authority who would normally update any school closure information on their own website.
- The Headteacher will also inform the Chair of Governors.

During school hours

If the decision is taken to close the school during school hours, as well as the methods noted above, the school may also contact parents via telephone to ensure all parents are informed and that all children are able to be collected safely. Once this decision has been made, school ask that parents make every effort to collect their children as soon as possible to ensure that children and staff can get home safely in case weather conditions worsen.

Partial Closure

There may be a need for partial school closure if some members of staff are unable to safely get to work. Under these circumstances, the Headteacher will make the decision as to how staff and children will be organised across the school.

REOPENING THE SCHOOL AFTER CLOSURE

Staff

If the school has been closed due to severe weather, staff will be updated regularly via the information system and, once conditions are deemed safe, school will reopen as normal. Any member of staff who feels they are still unable to get to work safely should inform the Headteacher as soon as possible.

Parents/Children

If the school has been closed due to severe weather, parents will be updated via the Website, Text Message System (Teachers2Parents), local radio and Local Authority website, as to when school will be reopening.

CONTINUED PROVISION IF THE SCHOOL IS CLOSED FOR A PROLONGED PERIOD OF TIME

Children

In the event of the school closing for a prolonged period of time, provision will be made via the school website to ensure children have access to suitable activities they can complete whilst the school is closed. This is in addition to any reading, spelling and homework activities that may already have been set. Work will be set by the class teacher which children will be able to access via their class pages or the main school website.

Staff

In the event of school closing for any period of time, staff should ensure they continue to check their emails as work will be set so that staff are able to work from home during this time.

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Adapted by Mr. J. Duckett (2017)