

## **WEST KIRBY PRIMARY SCHOOL**

### **Bad weather and school closure protocol**

West Kirby Primary School will make every effort to remain open as long as we can safely do so. The school may occasionally be closed for children at short notice due to a number of circumstances, for example: problems with heating or electricity; problems due to water leaks, problems due to inclement weather. A decision to close the school will be made by the head teacher in consultation with the Chair of Governors. The school will only be closed if one or more of the following conditions apply:

1. Insufficient members of staff are able to come in to keep the school running safely.
2. Conditions on site are dangerous.
3. Conditions are considered to be, or are anticipated to later become, too hazardous for travel.

**CLOSURE BEFORE SCHOOL STARTS:** A text message will be sent to all parents and the school website homepage will be updated. Local radio stations will be informed and may make announcements. It is important that as few people as possible are phoning school between 7:30am and 9:00am so that staff are able to give and receive vital information by telephone.

**CLOSURE DURING THE SCHOOL DAY:** As above, a text message will be sent to all parents and the school website homepage will be updated. Local radio stations will be informed and may make announcements. For safety reasons, we are unable to send children home during the school day until we have made sure that someone is available to collect/ care for them. If we are unable to contact you, the children will remain in school until they are collected. We will not permit any unauthorised adults to collect your children.

#### **During Bad Weather:**

We understand that during very bad weather some children may arrive later than normal; parents should endeavour to contact the school to let them know they are on their way if likely to be delayed. We ask that you allow extra time for the journey to try to ensure a punctual start. On icy days, please take care on slippery surfaces. Our caretaker will lay grit to create pathways from the gates into school and we will open the doors from 8.45am. Please stick to the gritted pathways and ensure your children do the same.

In case of bad weather disruptions please ensure you check your phone and listen out for any messages regarding school disruptions due to bad weather on the following radio stations: BBC Radio Merseyside or Heart FM. Information may also be published on the Wirral Council website:

[Severe weather school closures](#)

When the school is officially closed, all absence is counted as authorised absence. Under other circumstances, parents should inform school of the reason for a child's absence by 9am.

#### **Contact details:**

School telephone number: 0151 625-5561

School e-mail address: [schooloffice@westkirby-primary.wirral.sch.uk](mailto:schooloffice@westkirby-primary.wirral.sch.uk)

School website: [www.westkirbyprimaryschool.co.uk](http://www.westkirbyprimaryschool.co.uk)