



## **Policy for Adverse Weather Conditions and interruption to main services resulting in unplanned closure**

It is the policy of the school to make every effort to remain open.

The decision to close the school either before or during the school day is made by the Head Teacher. In the Head Teacher's absence the Deputy Headteacher or Senior member of staff will assume the responsibility for making decisions.

The school will only be closed as an unplanned closure if one or more of the following conditions apply:

1. Insufficient staff are able to come in to keep the school running safely.
2. Conditions on site are dangerous. In the event of snow the main pathways and access at the front of the school must be cleared and salted, before pupils arrival. (At least 3 bays must be completely cleared for access of home / school transport. If this is not possible the school will be assessed as being unsafe and will be closed).
3. Conditions are considered to be or are anticipated to later become too hazardous for travel; this will include an assessment of the condition of the main routes to the school (including Shephall Green).
4. Interruption to main services results in all or part of the school being unable to operate safely or without undue hardship, e.g too cold, no water, or kitchen unable to operate.

If the school is to close either entirely or in part;

1. The Head will place a message on the school's answer phone explaining of the decision to close.
2. The closure will be notified to the local authority and the local radio stations by the Head Teacher.
3. Parents/ carers and transport operators who have registered for the Parent Mail scheme will be alerted to the closure using the Text and Email service.
4. In the event of partial closure those affected will be notified and the reasons given.

The school will make all practicable efforts to keep all informed as to the situation with the school during adverse weather conditions, as we appreciate that such conditions and uncertainty place considerable difficulties on parents. The school appreciates that during bad weather pupils may arrive later than normal.

In the event of the school having to close during the day due to unforeseen worsening weather or similar unforeseen circumstances, parents/carers will be contacted by parent mail and asked to either collect their child or to ensure that someone is at home to receive the child when their home / school transport arrives at an earlier time. All transport contractors are asked to ensure they have made appropriate arrangements with parents/carers. An early closure time will only be contemplated in very extreme circumstances.

If the school is closed to some or all pupils due to loss in part of a main service a decision will be made as to the expectations of staff.

On school days where the school is closed to pupils due to snow, the expectation is that all site staff who can safely get to school will work all day, placing a priority on clearing the main routes around the school.

During adverse weather conditions, the playground may be out of bounds for leisure times.

Transport Contractors are asked to make decisions regarding local conditions as are parents/carers.

Absence of a pupil due to the decision of a parent/carer in adverse weather will be logged as an authorised absence.

If the school is closed to pupils due to a main service failure (loss of heat, electricity, water etc.) all members of staff will be required to come into school at the usual time. Senior managers will assess what work can be undertaken that day. In the event that staff are allowed to go home early, teachers will be expected to undertake planning and preparation work at home and be available via phone or email throughout the day.

Should the Caretaker and Assistant Caretaker safely access the school site, they will be expected to work the whole day, (even if the school is closed) placing a priority on clearing snow and gritting surfaces to enable the school to return to normal operating procedures as soon as possible.

Throughout periods of severe weather, all site staff must place a priority on removing and / or treating hazardous areas. All other staff attending will be expected to assist if necessary. In such circumstances, it is expected that all staff will make every reasonable effort to get to work.

Where normal travel arrangements have broken down, all possible alternatives should be explored.

Notwithstanding the above, the school acknowledges that health & safety considerations are of paramount importance, and staff must undertake their own assessment of risk regarding travel.

Where any individual member of staff is unable to get to work, or are likely to be significantly delayed, they should inform their line manager at the earliest opportunity, and, if appropriate, give an indication of expected arrival time.

Where a member of staff arrives at work late due to severe weather conditions they will not be required to make up the lost time and will not suffer any loss of pay.

Should the school be open, but a member of staff is unable to attend work due to the weather conditions, they will be required to meet with the Headteacher on their return to work and a decision will be made as to whether the absence is to be treated as paid or unpaid. The member of staff will be expected to be able to demonstrate that they have made every reasonable attempt to come into school.