

**Doxey Primary School**  
**Adverse weather conditions policy**

It is the policy of the school to make every effort to remain open whenever possible. The decision to close the school either before or during the school day will be made by the Head Teacher and Chair of Governors in consultation.

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

1. Insufficient staff members are able to come in to keep the school running safely.
2. Conditions on site are dangerous or not in keeping with provision for children's welfare.
3. Conditions are considered to be or are anticipated to later become too hazardous for travel.

NB We cannot make a judgement about the safety of individual routes to school for our children and their families; we can only risk assess on the conditions directly affecting the school, and parents are asked to make their own judgement about the safety of the routes they can take if school is open.

If the school is to close:

1. We will notify Signal Radio, who will broadcast the information and add the school to the list of school closures.
2. If a member of staff can access school systems, we will text out to all parents and staff on the contact details they keep updated with us.
3. We will put a notice on the school website.

The school will make all practicable efforts to keep parents informed as to the situation with the school during adverse weather conditions, as we appreciate that such conditions and the uncertainty places very considerable difficulties upon parents. However parents are expected to check the website and/or make themselves aware of the radio broadcasts when it is clear that a closure is a possibility.

The school appreciates that during bad weather 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. The school recognises there will be isolated instances where families are cut off, even where the clear majority of children can get into school. In such instances parents should inform the school of the circumstances of this exceptional situation, as the school has a duty to clarify the circumstances of each case so as to be able to formally authorise the absence to the Local Authority. Parents acting on the assumption that the school would be closed without gaining confirmation, or failing to inform the school of the circumstances that prevents the child coming into school risks their child being registered as an un-authorised absence. Where the school is officially closed, all absence is counted as authorised absence. In the event of the school having to close during the day due to unforeseen worsening weather

or similar unforeseen circumstances, parents will be contacted by phone either at home or work and asked to collect their child/ren. Such an early release will only be contemplated in very extreme circumstances.

In the event of snow some pathways will be cleared and salted. Parents, children and visitors will be made aware that pathways, even where cleared, do remain dangerous. Children will also be reminded of this in assembly. Before and after school opening hours, parents are responsible for ensuring their children do not slide on the school playground.

In icy conditions the caretaker will grit wide pathways as follows: • From school path beside the car park gates to the front door;

- Walkways on playground from back gate
- From the car park to the school office,

Where necessary, essential pathways will be kept as clear as possible throughout the day. On school days where the school is closed to pupils, where possible the pathways will still be maintained during snow and ice weather on a daily basis by the caretaker, so as to keep them clear and prevent build up of ice and snow.

During significant adverse weather conditions, and during limited opening the School Hall will be open from 8.45am for parents to bring their children inside. All parents should enter the school with their child directly by the rear entrance, and children will then go into the hall. A member of staff will register children in the hall. Parents are asked to leave the school immediately as soon as their child is clearly under the supervision of an appropriate adult in school.

In the Head Teacher's absence, the senior teacher on site will assume responsibility for making all decisions relating to the Adverse Weather Policy.

Bad Weather Policy

PARENTS

EMERGENCY PROCEDURES FOR SEVERE WEATHER CONDITIONS

HEAVY OVERNIGHT SNOW CONDITIONS IN THE AREA.

Should the conditions around the school be a cause for concern in the morning, the Headteacher will telephone Signal Radio as soon as possible to state that the school will be closed. Information will also be on the school's website and, if possible, text will be sent out to a parents and families on our call parents system. We aim to make a decision and inform parents by 7am wherever possible.

#### DAYTIME SNOW CONDITIONS AFFECTING THE AREA.

Should children need to leave early due to worsening conditions, a text will be sent out asking parents to collect their children from the school.

#### EMERGENCY SUPERVISION

Supervision will be available for the children for as long as is necessary at the end of the sessions. It would be preferable for parents to arrive at the school to collect their children without telephoning first. This way the telephone lines are not jammed by incoming calls.

#### STAFF

In the case of very bad weather, the decision to close the school will be made by the Headteacher and Chair of Governors in order to maintain Safety and Wellbeing within the school. We need to know that we can maintain safe adult: child ratios in school. Staff members are requested to contact the Headteacher or members of SLT before 6.50am at the latest if they are unable to come into school because of severe weather conditions affecting their journey. In the event of deteriorating weather conditions during the day, the Headteacher will make the decision as to which staff need to leave the school early, if possible, if they live in areas where conditions are becoming very serious or less accessible in poor weather.

Approved by Governors