

# WISBOROUGH GREEN PRIMARY SCHOOL



## SEVERE WEATHER POLICY

## 1.0 Introduction

In the event of disruption caused by heavy snow or adverse weather conditions such as flooding, the prime concern of the school must always be the safety of the pupils and staff. The decision to close the school will take account of the safety of all our pupils and staff, some of whom travel a great distance to school each day. We will always endeavour to open the school in the event of bad weather, as long as it is safe to do so.

1.1 The school will make every effort to remain open whenever possible.

1.2 The decision to close the school will be made by the Headteacher. The school will only be closed if one or more of the following conditions apply.

- Insufficient staff, including at least one First Aider, are able to come in to keep the school running safely.
- Conditions on site are dangerous.
- Conditions are considered to be or are anticipated to later become too hazardous to travel.

## 2.0 In the Event of Heavy Snow Before the School Day Starts

### 2.1 Parents

In event of bad weather, parents should check whether the school is open before travelling to the site.

2.1.1 When school closure is a possibility parents should find out whether the school is open by:

- Checking the closures on the West Sussex County Website: <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-closures/> to see if Wisborough Green Primary School is in the list of the schools that are closed.
- Check the school website: <https://www.wisboroughgreenschool.org.uk/>
- Check the school twitter account: @WisGreenPrimary <https://twitter.com/wisgreenprimary>
- Check email communications and the school gateway account
- Listening for lists of school closures on local radio: Spirit FM/Heart FM/BBC Sussex
- School answerphone system 01403 700 280

Please check all of the above before calling the school. This will result in higher call volumes than normal and will divert staff from other priorities.

2.1.2 If it is decided that the school will open, but the road conditions are difficult, parents should email the school [office@wisboroughgreenschool.org.uk](mailto:office@wisboroughgreenschool.org.uk) to advise that they are likely to be late.

2.1.3 If parents assume that the school is closed, but it is actually open, the absence will be recorded as unauthorised unless the Headteacher is satisfied that there are exceptional circumstances. (see para. 2.3.2)

2.1.4 If it is decided that the school will open, please ensure children are provided with warm clothes, hats, gloves and wellies (or suitable footwear).

## **2.2 The School**

2.2.1 The Head Teacher will decide whether the school will open, considering the conditions at the school and the ability of staff to get there.

2.2.2 If the Head Teacher decides the school will close he/she will update the West Sussex County and school website and Twitter accordingly and send an email to staff and parents advising them of the closure. Staff will also be notified by group staff WhatsApp account and phone.

2.2.3 The school fully appreciates that in bad weather children may arrive later than usual.

2.2.4 Staff will always make every reasonable effort to undertake the journey to school. It is appreciated that the journey may take longer than normal and therefore some staff may not be able to arrive before the normal start of the school day.

2.2.5 If there are adverse weather conditions in the morning the Head Teacher can allow parents to bring their children into the main hall to wait for school to begin at 8.50am. Whilst waiting in the hall all parents must supervise their own children.

2.2.6 It may also be necessary to ask all children to bring packed lunches if the kitchen staff are unable to reach school safely.

## **2.3 Exceptional Circumstances**

2.3.1 The School recognises that there may be cases where families are “cut off” due to particular difficulties in the area in which they live.

2.3.2 In such cases parents should advise the Headteacher of their particular circumstances so he/she can justify to the Local Authority why the absence should be authorised.

## **3.0 In the event of heavy snowfall during the school day**

If the school does open, but extreme weather develops during the day, we will aim to remain open until the end of the normal school day at 3.15pm. However, this is not always possible when roads are becoming treacherous.

3.1 If there is heavy snowfall during the school day the Head Teacher will decide whether it is necessary to close the school.

3.2 The Office will contact parents and ask that they pick their child/children up from school as soon as possible. Under these conditions we will take verbal permission for their child/children to be collected by a nominated adult. We will also liaise with county transport to discuss the safe transportation of pupils.

3.3 The Staff that live furthest from the school will be permitted to leave at the earliest opportunity.

3.4 A skeleton staff will remain in school until all of the children have been collected.

3.5 If a parent rings requesting they pick their child up early due to the weather, and the decision has not been made to close the school, these requests will be considered on an individual basis by the Headteacher.

#### 4.0 **Wet Morning Breaks**

4.1 The Head Teacher (or member of the Senior Leadership Team in their absence) will decide if the weather is bad enough for a 'wet' break.

4.2 **If a wet break is declared, no children should be left unsupervised.** One member of staff (Teacher or Teaching Assistant) should remain in the classroom to supervise break with all children remaining in their own classes.

4.3 Members of staff who stay in the classroom during the wet break can take a break once lessons have resumed.

#### 5.0 **Wet Lunchtimes**

5.1 The Head Teacher (or member of the Senior Leadership Team in their absence) will decide if the weather is bad enough for a 'wet' lunchtime.

5.2 **If a 'wet' lunchtime is declared the Lunchtime Supervisors will supervise the children with the support of other school staff if necessary. No children must be left unsupervised.**

#### 6.0 **Equality Implications**

There are none associated with this policy.