



Wisborough Green Primary School Severe Weather Policy & Procedure

We will endeavour to keep our school open and operating as normal. However in the event of severe adverse weather it may be necessary to make a decision to close the school for the safety of the children and staff.

Following the Severe Weather Guidance from the Local Authority, the following policy and procedure exists for Wisborough Green School.

The decision to close will be made by the Headteacher in consultation with the Chair of Governors considering the following questions:

- Health and safety - Will remaining open constitute a significant risk to pupils and/or staff?
- Availability of staff - Has the severe weather meant that a significant number of staff have been unable to attend making it impossible to open?

Our first priority will always be to ensure the health, safety and wellbeing of pupils, staff, parents and families. Where practical, we will consider opening later in order to enable staff and children to have additional time to travel to school safely. We will clear paths within school to make access as safe as possible, and will keep supplies of grit to support this.

School Closure Procedure

Once the decision to close school has been taken, parents and staff will be informed via our text service. A headline message will also be posted on the School website (www.wisboroughgreenschool.org.uk).

In addition, the Headteacher will contact the Local Education Authority and local radio stations at the earliest opportunity giving the required information - see below - so that the closure of our school can be broadcast. Where possible, a member of staff will be in school to advise parents and families on arrival that the school is closed and to answer telephone calls from concerned parents.

Parents will be informed via a newsletter that this is the procedure to be followed:

- As soon as a decision has been made we will inform you via our text service and post a headline message on the School website.
- Listen to Heart FM, Spirit FM and BBC stations where there will be regular updates on school closures.
- Closures will be listed on the West Sussex County Council website, as soon as possible
- Where possible, a member of staff will be in school to advise you on arrival that the school is closed and to answer telephone calls.