



# Adverse Weather Policy

Carr Green Primary School

**Reviewed by : The Head Teacher and SBM**

**Approved by: The Head Teacher**

**Date:** 15.11.24

**Last reviewed on:** November 2024

**Next review due by:** November 2027

**Review Period:** 3 years

## **Introduction.**

The school will make every effort to remain open whenever possible. However, if conditions deteriorate the decision to close the school will be made by the Head Teacher to ensure the health and safety of all staff, pupils and visitors who enter the school site.

## **Purpose.**

The purpose of this policy is to make the appropriate procedures clear in relation to operating the school during adverse weather conditions, making clear the grounds for school closure due to adverse weather conditions. It is to advise and inform staff of the systems and procedures in place in the event of adverse weather conditions.

## **Guidance.**

The decision to close the school will be made by the Head Teacher in liaison with the senior leadership team and the Site Manager. The Chair of Governors will be kept informed. In the absence of the Head Teacher, the Deputy Headteacher will assume the responsibility in relation to the Adverse Weather Policy.

The school will only be closed 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 and are likely to present a danger to users of the site.
3. Conditions are considered to be or are anticipated to later become too hazardous to travel.
4. Closure of the School during the day and early release of staff will only be considered in extreme circumstances.

## **In the Event of Heavy Snow Before the School Day Starts.**

### **1 Parents.**

If it is decided that the school will open, but the road conditions are difficult, parents should ring the school to advise that they are likely to be late.

If parents assume that the school is closed, but it is open, the absence will be recorded as unauthorised unless the Head Teacher is satisfied that there are exceptional circumstances. In such cases parents should advise the Head Teacher of their particular circumstances so they can justify to the Local Authority why the absence should be authorised.

### **2 The School.**

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

If the Head Teacher decides the school will close, they will send a text message and email to staff and parents advising them of the closure. They will also post messages regarding the closure on the school Dojo where possible.

The school fully appreciates that in bad weather children may arrive later than usual. 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 8.45am. Whilst waiting in the hall, all parents must supervise their own children.

### **3. Exceptional Circumstances.**

The school recognises that there may be cases where families are “cut off” due to difficulties in the area in which they live or that the distance they live from home to school would warrant a difficult journey.

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

If there is heavy snowfall during the school day, the Head Teacher will decide whether it is necessary to close the school. The Office will contact parents by text and email and, if necessary, telephone, and ask that they pick their child/children up from school as soon as possible. The staff that live furthest from the school will be permitted to leave at the earliest opportunity with a skeleton staff remaining in school until all the children have been collected.

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, the Head Teacher will decide how the absence will be recorded.

### **4. Staff.**

If a member of staff cannot attend work due to adverse weather conditions, the member of staff must inform the Head Teacher/Deputy Headteacher or School Business Manager in order that a decision can be made whether to close the school.

If a member of staff cannot attend work due to the adverse weather conditions but school remains open to other staff, then they will have to either make the hours up at a later date or take unpaid leave. It is usual practice for the school to consider alternative options first and unpaid leave being the last resort. Other possible options are as follows:

- Working from home
- Short term adjustments to flexible working
- Working at an alternative base
- Flexi Leave
- Time off in Lieu

If a member of staff has children whose school is closed, they have a statutory right to a reasonable period of unpaid time off for dependants. Schools will need to follow their normal procedures for time off for dependants in these cases.

While the School will, so far as is reasonably practical, ensure the health, safety and welfare of staff, staff are reminded of their duty to take reasonable care for their own health and safety and that of others who may be affected.

During poor driving conditions the school will risk assess whether it is essential that journeys are made by staff, children and other visitors to the site.

## **5. Wet Morning Breaks.**

The Head Teacher will decide if the weather is bad enough for a 'wet' break. If a wet break is declared, no children must 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.

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

## **6. Wet Lunchtimes.**

The Head Teacher will decide if the weather is bad enough for a 'wet' lunchtime. 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.

## **7. Equality & Disability Access Implications.**

If there were to be any child in school with a disability or mobility impairment consideration will be given to their specific needs and any potential impact of the weather conditions on their ability to get to school and/or around the school site.