



## Snow & Adverse Weather Guidance

In the event of disruption caused by heavy snow or adverse weather, the prime concern of the school must always be to ensure the safety of our pupils and staff. The decision to close the school will take account of the safety of all our pupils, staff and visitors, 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.

### **School attendance**

If the school is open in snow or adverse weather the decision as to whether or not to send a pupil to school, however, must be at the discretion of the parent, taking into account factors such as local road conditions and safety.

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



### **School Closure Procedure:**

If the school is closed, we will try and make a decision as early as possible and will intend to re-open as soon as we can. Our school website will have the up to date information on whether we are open or not.

- 1. Miss Kelly Carter (Admin Assistant)** will notify the headteacher **Mrs Sarah Chatterton (Head Teacher)** if the weather conditions in the school's local area may lead to a school closure.
- 2. Sarah Chatterton** will contact **Kicha Mitchel (Managing Director for Education)** to advise on school closure.
- 3.** Once a school closure is agreed then **Miss Kelly Carter** will then contact staff via text message. Staff should not assume that school is closed until this phone call has been made.
- 4. Mrs Sarah Chatterton and Miss Kelly Carter** will contact parents and carers regarding closure.
- 5. Kelly Carter** will contact the **Local Authorities and Social Workers**
- 6. Miss Kelly Carter** will inform Marketing so that they can update the website to say school is closed today.

### **Procedure approved by:**

*S Chatterton*

**Head Teacher** on 15<sup>th</sup> October 2024