

SALTERHEBBLE JUNIOR AND INFANT SCHOOL

ADVERSE WEATHER CONDITIONS PROCEDURES

Initial assessment

The Site Manager will contact the Headteacher at 7am (start of shift) to communicate the local road conditions and access to the school site.

The Headteacher will try to ascertain information about the availability of public transport.

The Headteacher will make an initial judgement as to whether it is safe, and therefore reasonable, to expect staff to make the journey to school.

The Headteacher will ring members of staff to ascertain the likely number able to work.

The Headteacher will make a judgement as to whether it is safe to open the school to pupils based on safe access and appropriate supervision at the start of the day and forecasted weather for the rest of the day.

The Headteacher will discuss the initial assessment and consequent actions with the Chair of Governors.

Informing parents of school closure

The Headteacher will access the Calderdale website, to communicate the status of the school to parents. The status will be automatically forwarded to the local radio station, The Pulse.

The Headteacher will contact the School Business Manager if the school is to be closed.

The Headteacher and School Business Manager will ring teaching staff to inform them of school closure. Teaching staff will ring designated support staff (see Emergency Contract Tree).

The School Administrator will send a text to parents informing them of school closure.

If safe to do so, the School Business Manager will access school and put a message on the school answer phone informing parents that the school is closed.

If possible, the Headteacher will attend the school to ensure the building is secure if not in use.

Ensuring the safety and well being of staff and pupils if school is open

The Administrator will send a text and the School Business Manager will put a message on the school answer phone, both informing parents that the school is open but advising them that the decision to bring children to school should be based on their own risk assessment relating to their individual circumstances.

If the school is to remain open during snowy/icy weather, the Site Manager will ensure that all entrances to the school premises are cleared and gritted. (This will take priority over other timetabled duties).

If there is time, pathways will be cleared to allow pupil access to the main entrances.

The external entrance areas to the main entrance doors will be cleared and gritted.

The School Business Manager will ascertain as early as possible whether school dinners will be available from our local provider.

If school dinners are not available the text message and message on the answer phone will be used to request that as many parents as possible send packed lunch for children attending school.

If school meals are not available, arrangements will be made with local providers to supply sandwiches etc. for those children without a packed lunch.

Children will not have access to the playground during the school day unless it is safe; soft snow and cleared of all ice.

Monitoring

Conditions will be monitored during the day.

If conditions deteriorate to the point where the Headteacher cannot guarantee the safety and/or well being of pupils and/or staff in school, or is concerned about the safety of pupils and/or staff in relation to the journey home from school, the decision will be taken to close the school.

Parents will be contacted directly by text and asked to collect their children from school as soon as is possible.

Children will be grouped within the school building to await collection.

Staff will be able to leave school if it is closed during the day, in order of distance, as long as an appropriate staff/pupil ratio can be maintained.

The Headteacher and another member of staff will remain in school until all pupils and staff have left.

2016/2017