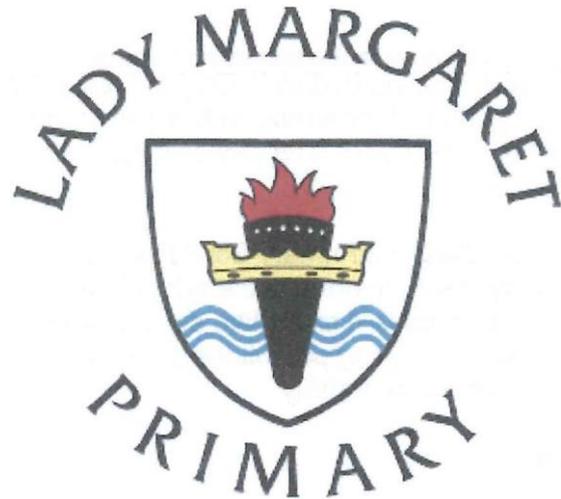


Lady Margaret Primary School



Where children come FIRST

Adverse Weather Policy

Governing Body Sub Committee	Published	Review Date	Author
Resources	28-2-17	Spring-18	A Hancock

Author's Signature_____

Headteacher's Signature_____

Chair of Governors Signature_____

Adverse Weather Conditions Policy

1. Introduction

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** are able to come in to keep the school running safely.
- Conditions on site are **dangerous**.
- **Heating failure** or inability to sufficiently warm school to reasonable and acceptable levels.
- **Damage to buildings** – caused by strong winds, fire, flooding or criminal damage
- **Utilities failure** – a burst water main, issues with the toilets or a heating failure
- Conditions are considered to be or are anticipated to later become **too hazardous to travel**.

2. In the event of heavy snow before the school day starts

2.1. Parents

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

- Checking the school website www.ladymargaret.ealing.sch.uk to see if the school is closed.
- Checking to Opencheck website <https://opencheck.atomwide.com>

2.1.2. The school gates will display a "School Closed" sign and the school's answer phone message will also confirm that the school is closed. Each day the situation will be reviewed and text/answer phone/website messages will be updated to give parents/carers notice when the school can reopen.

2.1.3. 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.

2.1.4. 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).

2.2. The School

2.2.1. The Headteacher will decide whether the school will open taking into account the conditions at the school and the ability of staff to get there.

2.2.2. If the Headteacher decides the school will close he/she will notify the local authority and the chair of governors.

2.2.3. The school office will update the school and Opencheck website accordingly and send a message to staff and parents via the SchoolComms messaging system advising them of the closure.

2.2.4. It is important for Parents to undertake the action at 2.1 above in case SchoolComms system is slow due to the number of schools trying to use it.

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

2.2.6. If there are adverse weather conditions in the morning the Headteacher can allow children into to go directly to their classrooms from 8:30, in such cases all pre morning boosters need to finish by 8:25 and teaching staff to be ready to receive children promptly by 8:30. **No children may be left unsupervised.**

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 can justify to the Local Authority why the absence should be approved.

3. In the event of heavy snowfall during the school day

3.1. If there is heavy snowfall during the school day the Headteacher 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.

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. Wet morning breaks

4.1. The Headteacher will decide if the weather is bad enough for a "wet" break.

4.2. 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.

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

5. Wet lunchtimes

5.1. The Headteacher will decide if the weather is bad enough for a "wet" lunchtime.

5.2. If a wet lunchtime is declared **no children must be left unsupervised.**

5.3. The lunchtime supervisors will supervise the children in the hall and classrooms in accordance with the SMSA rota.