



## Great Marsden St. John's Primary - A Church of England Academy.

### We are anchored by scripture.

"We ask that Christ will live in our hearts through faith, making us rooted and grounded in LOVE."

Ephesians 3:17

### Our Vision

Empowered by God's love, we uphold a culture where everyone is encouraged and supported to reach their full potential.

### Our Mission

Rooted in God's love, inspiring all to aim high.

### Our Christian Value is LOVE

Loving God

Loving Others

Loving Ourselves

Loving Learning

Loving Life

## **POLICY FOR ADVERSE WEATHER CONDITIONS GREAT MARSDEN ST. JOHN'S PRIMARY – A Church of England Academy**

It is the policy of the school to make every effort to remain open whenever possible. The decision to close the school either before or during the school day will be made by the Head Teacher. 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.
3. Conditions are considered to be or are anticipated to later become too hazardous for travel.

### **If the school is to close:**

The closure will be recorded in various ways. Should the conditions around the school be a cause for concern in the morning or there is the likelihood of insufficient staff being able to reach the school safely, the Headteacher will contact 2BR/Radio Lancashire as soon as possible to state that the school will be closed. Information will also be on the school's website, Twitter and messages will be sent to parents. Parents will be alerted to the closure using the 'Class Dojo' service activated by the Office Manager once the closure has been agreed.

The school will make all practicable efforts to keep parents informed as to the situation with the school during adverse weather conditions, as we appreciate that such conditions place considerable difficulties upon parents. However, parents are expected to check the website, Class Dojo/ Twitter and/or make themselves aware of the radio broadcasts when it is clear that a closure is a possibility.

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, as the school has a duty to clarify the circumstances of each case so as to be able to formally record the absence in the attendance register. Parents acting on the assumption that the school would be closed without gaining confirmation, or failing to inform the school of the circumstances that prevent the child coming into school risks their child being registered as an unauthorised absence. Where the school is officially closed, all absence is counted as authorised absence.

### **Daytime Snow Conditions Affecting the Area**

Should children need to leave early due to worsening conditions; a message will go out on 2BR/Radio Lancashire asking parents/carers to collect their children from the school. In addition, parents will be contacted by Class Dojo, email ( the address registered with ParentPay) and Twitter to collect their children. Such an early release will only be contemplated in very extreme circumstances.

### **Emergency Supervision**

Supervision will be available for the children who are left in school. It would be preferable for parents to arrive at the school to collect their children without telephoning first. This way the telephone lines are not jammed by incoming calls.

### **Pathways**

In the event of snow, some pathways will be cleared and gritted. Parents, children and visitors will need to be aware that pathways, even where cleared, do remain dangerous. Children will also be reminded of this in school. Before and after school opening hours, parents are responsible for ensuring their children do not slide or take part in potentially dangerous activities when on the school playground.

In icy conditions the Site Supervisor will salt pathways in all yards but in some circumstances only one pathway may be available. Signs in the yards will make clear where this is located. Essential pathways will be maintained as clear as possible throughout the day.

### **Staff roles and responsibilities.**

Weather warnings sometimes advise against travel unless a journey is “essential”. The Department for Education (DfE) has issued guidance on essential journeys in a school context: *“In the Department’s view, essential travel includes pupils going to school to keep learning and school staff going to work.”*

Within the context of the ‘essential travel’ definition given above, all staff have the individual responsibility for ensuring that they make every effort to reach school if it is open. This guidance encourages everyone to make their best effort but it in no way compels staff to put themselves at risk by travelling in severe weather conditions. *NB: The headteacher does not have a duty of care towards staff which extends to include the journey to and from school.*

It is the duty of each member of staff to attend work and all staff have a responsibility to make every reasonable attempt to reach their normal place of employment. A declaration of closure should not itself prevent staff from reporting for work. Staff responsibilities:

- Make appropriate plans in advance of bad weather. This might be car sharing, public transport, or walking.
- Where a decision is made by a member of staff not to travel at the start of the day, the responsibility to reach school continues during the course of the day if weather or travel conditions improve.
- Notify their line manager as soon as is reasonably practicable of their late attendance due to adverse weather conditions.
- Must not put themselves at risk where severe weather warnings have been issued.
- If required, obtain permission from the Headteacher to request an early finish, to enable travel in adverse weather conditions.
- Where a school closure has been announced, all staff have a responsibility to check for announcements on re-opening/resumption of normal school operations on the school website, Twitter, email or via Class Dojo.

It is recognised that in certain circumstances, staff will not be able to get to work due to localised bad weather, school may still be open. In these circumstances the headteacher should consider the following options and agree with the employee that either:

- Working from home  
In certain circumstances it may be agreed that an employee can work from home. This would be on the understanding that the employee can perform duties that are relevant to their normal workload and grade. The work to be undertaken at home must be agreed with all parties and be the subject of normal managerial procedures on return to work.

- To take the day/s as annual leave
- To take the day/s as time owing
- To work the appropriate extra hours unpaid
- To take unpaid leave
- A combination of the above.

### **Roles and responsibilities in the decision making -**

- The Headteacher will liaise with the Site Supervisor and Office Manager as to local weather conditions. The Site Supervisor lives within walking distance of school.
- The Office Manager will message via text message to ascertain the likelihood of them being able to get into school for a normal start time. Staff should reply promptly to the Head teacher.
- From here a decision will be made on the understanding that staff should make full effort to get into school should conditions improve later in the day.
- Headteacher will inform the Radio stations, COG and Central Team.
- The Office Manager will inform staff and parents via email and Class Dojo. He will also inform the LA and complete any necessary paperwork.
- Office Admin will Tweet.
- Joseph Longley will update the website.

### **Remote Learning -**

As we are a Google school, which uses Google Classroom as a digital learning platform, there will be an expectation that staff will be able to set work and teach remotely during adverse weather closures. We understand that not all children will have appropriate equipment at such short notice and we therefore do not set a blanket presumption that all children will be able to continue their learning in such a situation.

In the Headteacher's absence, the Deputy Headteacher, or member of the Senior Leadership Team on site, will assume responsibility for making all decisions relating to the Adverse Weather Policy.

Policy review - September 2026

### **Appendix - Adverse Weather closures and Covid secure practice.**

Ensuring the safe departure from the school building in line Covid secure good practice is vital. In order to facilitate this, prompt decision making is needed which errs on the side of caution as getting children off site safely is likely to take longer.

Therefore the following order of events will take place:

- 1) The Site Supervisor will be contacted to come into school to supervise pathways and car parks.
- 2) Families with multiple children will be contacted first and asked to collect children from the individual class doors using the one way system around school IF the pathways are safe to do.
- 3) Parents will be contacted in all the ways advised in the body of the policy.
- 4) If pathways at the back of school are too dangerous, then all attempts will be made to keep the ones at the front of school clear.
- 5) In the event that only front paths can be used, Year 1 will move into the hall and children will leave via the Year 1 classroom door, the staff exit and the main office door.
- 6) Members of the SLT team will be outside to oversee the flow of people and vehicles.
- 7) A member of staff will be on each exit to oversee the children leaving.
- 8) Once a number of children from multiple child families have been collected, the rest of the school population will be contacted.
- 9) All adults coming on site must wear a mask and socially distance.
- 10) Many of our support staff live within walking distance of school, therefore, if teachers have to leave to travel home, there should be sufficient staff to supervise the procedures.