

Keelby Primary Academy



Adverse Weather Policy

POLICY ON CLOSURE OF SCHOOL IN ADVERSE WEATHER CONDITIONS OR EXCEPTIONAL CIRCUMSTANCES.

This policy outlines the procedures that should be taken to ensure the health and safety of the children and staff in the event of extreme weather conditions or other exceptional circumstances.

Wherever possible, Keelby Primary Academy will be kept open with normal programmes of work. Parents are encouraged to send their children to school if they can do so safely. The presumption must be that school will be open unless information has been passed that it will be closed. Closure can be justified only in circumstances of exceptional difficulty.

All staff should make every effort to reach school in adverse weather conditions. Travel to school for work is classed as 'essential travel'. However, certain members of staff may have substantial distances to travel and consideration is given to the nature of these journeys.

If staff feel that it will be impossible or dangerous for them to attempt their journey, they should inform the Principal before 7 a.m. Authorisation of any such absence is at the discretion of the Principal. If no contact is made by this time the Principal will assume that individual members of staff are attempting to travel to school for the start of the school day.

The Principal and staff who have reached school should stay there if the physical conditions of the school are satisfactory, even if there are not many children in attendance. Any staff who are not required to teach should use the time for preparation work etc.. Staff unable to get into school should do the same, wherever possible.

Closure of the school is a decision which will be made by the Principal in consultation with the Chair of Governors. If some staff are able to attend, the Principal may approach teachers known to school to provide the cover needed to ensure safe staffing levels. The time-scale of this preceding 7.00 a.m. is to enable parents to be informed in a timely manner through the text messaging service, school website, school facebook page and announcements on local radio which the Principal will facilitate. If the Principal is unavailable the decision will be made by the Vice Principal in consultation with the Chair of Governors and the Administrator familiar with the TxtRound Service will send out the texts to County, media, parents and staff. If the Chair of Governors is unavailable, the Vice- Chair will be contacted.

Parents may also be advised that, in the event of the weather turning during they school day, they may be asked to come to collect the children early from school. In such circumstances, individual parents, safe house contacts or emergency contacts may also be approached to collect children. Sufficient staff will remain in school until all children have been safely returned to their parents or emergency contacts.

Arrangements will be made for a member of staff to be present at school opening time to ensure any arrivals who have not picked up the information regarding the school closure are fully briefed and returned home safely.

The Office Manager, line manager for the MDSAs, will inform kitchen and lunch-time staff and arrange cover as necessary.

The three main justifications for closure during the school day are:-

- (i) extreme or badly deteriorating weather conditions
- (ii) equipment breakdown endangering the safety of staff and pupils
- (iii) exceptional circumstances authorised by the Principal

There may be times where an emergency relocation of pupils away from the school may be necessary due to fire or other safety hazard. Permission has been given for the school to use the Youth Club in Victoria Road. Up to date contact details, a key and security code has been supplied, and kept securely in, the office.

Safe house and emergency contact numbers will be checked annually.

Also see Inclement Weather Plan for staff Appendix 1

More information is included in the "Serious Incident Policy".

Annabel Cowling
Sept, 2019

Inclement Weather Plan

In case of inclement weather – particularly snow – it may be difficult for staff to get to school on time.

On these days the school open as long as the following criteria are met:

1. There is at least one teacher in each Key Stage.
2. There are two adults in Foundation Stage and one adult per class in the rest of the school. In addition there must be one extra member of staff.
3. There are no further health and safety considerations

In the event of the school not being fully staffed:

- The teachers in school will make decisions about break times and activities for the children.
- The teachers in school will liaise with the Chair of Governors and the lead member of staff if the weather deteriorates, if they envisage the staff to child ratio dropping, or they have any other health and safety concerns.

All members of staff will attend school when they are able.

There is an expectation that all staff who reside in Keelby will attend school unless they are ill or there is another emergency. Any illness should be reported to the Principal by 7:30am at the latest.