



We believe, you achieve

Seabridge Primary School

Adverse Weather 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 Executive Head Teacher or Head of School. 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
 - Conditions are considered to be, or are anticipated to later become too hazardous to travel.
- 1.3 If the school is to close it is essential to keep the phone lines as free as possible so we ask that parents follow the procedures outlined below.

2. Closure Procedures - 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 Staffordshire County Council Website <http://www.staffordshire.gov.uk/education/schoolsandcolleges/emergencyclosures/schoolclosurelist/schoolclosurelist.aspx> to see if Seabridge Primary School is in the list of the schools that are closed.
 - Listening to BBC Radio Stoke (94.6 FM) and Signal Radio (102.6 FM).
 - Checking the school website and for messages from ParentMail.
- 2.1.2 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.
- 2.1.3 If parents assume that the school is closed, but it is actually open, the absence will be recorded as unauthorised unless the Executive Head Teacher or Head of School is satisfied that there are exceptional circumstances. (see para. 2.3.2)
- 2.1.4 Where the school is officially closed, all absence is counted as authorised absence.

2.2 The School

- 2.2.1 The Executive Head Teacher and/or Head of School will decide whether the school will open, taking into account the conditions at the school and the ability of the staff to get there.

- 2.2.2** If the Head Teacher decides the school will close, she will update the Staffordshire County Council website accordingly and ensure a text is sent to staff and parents through ParentMail advising them of the closure.

It is important for parents to undertake the action at 2.1 in case the text system is slow due to the number of schools trying to use it.

- 2.2.3** The school fully appreciates that in bad weather children may arrive later than usual.
- 2.2.4** If there are adverse weather conditions in the morning, classrooms will be open from 8.40am to enable parents to drop children off. School staff will be present to supervise the children.

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 school of their particular circumstances so that the Executive Head/Head of School can justify to the Local Authority why the absence should be authorised.

3 Closure Procedures - in the event of heavy snowfall during the school day

- 3.1** If there is heavy snowfall during the school day, the Executive Head Teacher/Head of School will decide whether it is necessary to close the school. This will only be contemplated in exceptional circumstances.
- 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 children have been collected.
- 3.5** If a parent rings requesting that they pick their child up early due to the bad weather, and the decision has not been made to close the school, the Executive Head Teacher and/or Head of School will consider these requests on an individual basis.

4 Care Club and Nursery Wrap Around Care

- 4.1** Where the school makes a decision to close, this will result in the closure of both nursery wrap-around care and before and after school care.
- 4.2** The school will liaise with the head of Care Club, keeping them fully informed of all decisions.

5 Treatment of Pathways in Icy/Snowy Conditions

- 5.1** In the event of snow or icy conditions, some pathways will be cleared and salted (see below and Gritting Route in Appendix A).
- 5.2** Parents, children and visitors will be made aware that pathways, even where cleared, do remain dangerous. Children will also be reminded of this in assembly.
- 5.3** Parents are responsible for ensuring their children do not slide on the school playground during before and after school opening hours.
- 5.4** In icy conditions the caretaker will salt wide pathways as follows:
 - A) from the KS2 gate round to the memorial garden
 - B) all paths round the memorial garden
 - C) from the KS1 hall entrance across to the cookery room entrance
 - D) from the KS1 hall diagonally across the reception playground to the playground entrance
 - E) from the playground entrance diagonally across the Year 2 playground to the KS1 building, then all round the KS1 building
 - F) along the path and steps outside the cookery room and nursery
 - G) the path leading to the tennis courts
- 5.5** Where necessary, essential pathways will be maintained as clear as possible throughout the day.
- 5.6** Pedestrians entering the school site are advised to stay on the pathways that have been cleared and salted.
- 5.7** On school days where the school is closed to pupils, the Site Supervisor will endeavour to keep the pathway maintained during snowy and icy weather, so as to keep the pathways clear and prevent build up of ice and snow.
- 5.8** During adverse weather conditions, the playground may be out of bounds to parents and children at the beginning and end of school, and if the Executive Head Teacher or Head of School decides it necessary, at break times as well.
- 5.9** All staff, parents and visitors are advised that the school drive and car park will not be cleared of ice and snow and that due care must be taken at all times.

6 Wet Breaks

- 6.1 Members of staff on playground duty will decide if the weather is bad enough for a 'wet playtime'.
- 6.2 **If a wet break is declared, no children should 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 classes.
- 6.3 Members of staff who stay in the classroom during 'wet break' can take a break once lessons have resumed.

7 Wet Lunchtimes

- 7.1 The lead lunchtime supervisor will decide whether the weather is bad enough for a 'wet lunchtime'.
- 7.2 **If a 'wet lunchtime' is declared, the Lunchtime Supervisors will supervise the children with the support of other school staff where needed. No children must be left unsupervised.**

Please note that in the Executive Head Teacher's and Head of School's absence, the Senior teacher on site will assume responsibility for making all decisions relating to the Adverse Weather Policy.

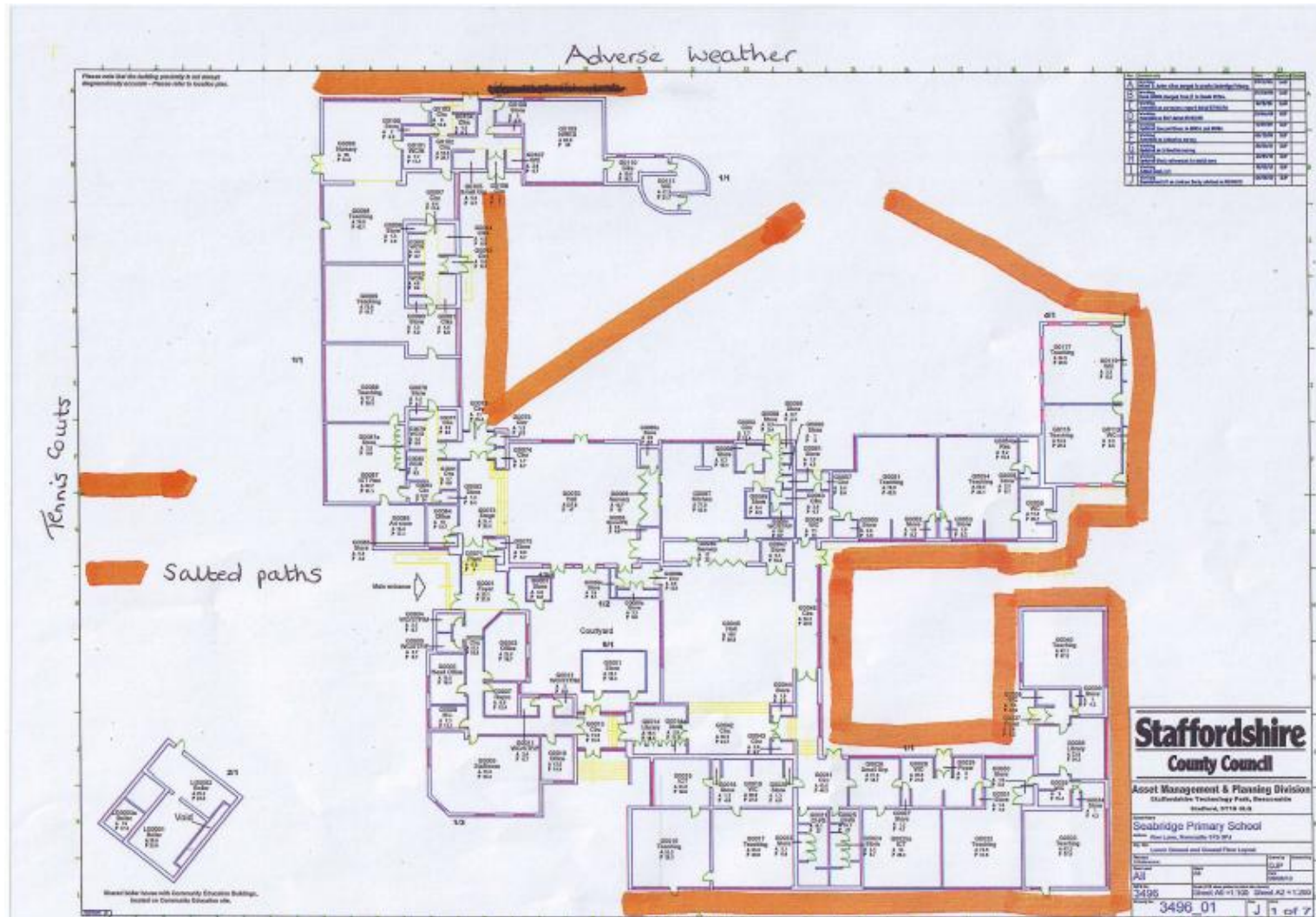
This policy will be reviewed annually.

Signed

Head of School _____ Date _____

Chair of AC _____ Date _____

Appendix A Gritting Route





We believe, you achieve

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