

The Lanes Primary School



Winter Weather Procedures November 2024

Last reviewed	November 2024
Review Cycle	Annually

Winter weather procedures for The Lanes Primary School

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. In the Head Teacher's absence, the most Senior Leader on site will assume responsibility for making decisions relating to the Winter Weather Procedures. In most circumstances the Senior Leader on site will be able to contact the Head Teacher for support and advice by telephone.

The school will only close 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 for travel.

If the school is to close, the closure will be recorded in the following places;

- On the home page of the school website <https://www.thelanes.notts.sch.uk>
- Parents who have provided up to date mobile phone numbers will be alerted using Teachers2Parents texting service
- Local radio - BBC Radio Nottingham - they will also post the information on their Facebook page

The school will make all reasonable efforts to keep parents informed as to the situation with the school during adverse weather conditions. We appreciate that the uncertainty arising from such conditions places considerable difficulties upon parents; however, parents are expected to check the websites when it is clear that a closure is a possibility.

The school appreciates that during bad weather children may arrive later than normal; as usual parents should endeavour to contact the school to let them know if they are likely to be delayed.

In the event of the school having to close during the day due to unforeseen worsening weather, parents will be contacted by text and telephone to advise them of the early closure. Such an early release will only be contemplated in extreme circumstances.

Where the school has to close, we will endeavour to provide work and support to enable children to continue their studies at home. Teachers will upload tasks to the year group pages of the school website for children to complete at home.

Site Safety

In the event of snow and ice, an emergency route in to school will be in operation:

In icy conditions the Caretaker will make every endeavour to salt pathways from the main gates to the nearest entrance into the building. **Access into the Cator Lane site will be via Cator Lane and Gwenbrook Road through the car park to the main entrance as these paths will be cleared and salted first. The gate on College Road will remain closed until paths are cleared and salted – this might not be until the children are in school.**

Access into the Meadow Lane site will remain as usual.

Parents, children, visitors and staff will be aware that, even where cleared, pathways can remain hazardous. Children will be reminded of this in assembly or in class groups. Where necessary, essential pathways will be maintained to be as clear as possible throughout the day.

On school days where the school is closed to children, the caretaker and senior staff will monitor conditions in order to re-open the school as soon as it is safe to do so. This will be communicated to parents through the website and the text messaging system.

During significant adverse weather conditions, where the school is open, the entrances will open from 8.45am for the children to come into school. During these conditions, the playgrounds may be out of bounds at the beginning and end of school, and if necessary, at break times as well.

Staff

Our first priority is for the children of The Lanes Primary School. However, it is understood that members of staff will also need to take responsibility for their own children who may not be at school, as well as their own transport arrangements in adverse weather conditions.

When the school is open, it is expected that all staff will do their best to get to work even if this means that they will be late. Keeping the headteacher and school informed of any problems that staff encounter is a priority.

If children are dismissed during the school day, we will need to ensure adequate supervision for those who remain in school. Staff will be informed by members of the Senior Leadership Team that they can leave as soon as is reasonably possible. Priority will be given to those staff who have been advised by their child's school that their child must be collected because their school is also closing and those staff who live furthest away.

If the school is closed to staff as well as children, the Head Teacher will contact staff via Text Message/Email, staff will use any snow closure time spent at home in preparation and planning or other reasonable work-related activity and directed by the senior leadership team. Staff may be asked to help clear the school site providing they can safely travel to work.

Monitoring and Review

The day to day monitoring of this policy is the responsibility of the Office Manager, Headteacher and Leadership Team.

This policy will be reviewed on a yearly cycle or earlier if necessary.

Printed Name: Pete Wilkes

Signed:



Date policy agreed: November 2024