



# Snow and Bad Weather Policy

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**Written: May 2018**  
**Ratified: July 2018**  
**Review: July 2020**

## The Globe Primary Academy

### **Snow and Bad Weather Policy**

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 Executive Headteacher or Head of School.

#### **Closing the 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 for travel.

In the Executive Headteacher or Head of School's absence, the next senior teacher on site will assume responsibility for making the decisions relating to the Snow and Bad Weather Policy.

In the event of disruption caused by heavy snow, the prime concern of the school must always be the safety of the pupils and staff.

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

- The closure will be uploaded to the school website after the decision to close has been made
- The school will send a message to all parents/carers via ParentMail.
- The school will contact the local radio stations who announce lists of school closures:
  - BBC Radio Sussex
  - Heart Sussex FM
  - Splash FM

The school will make all practicable efforts to keep parents informed about the situation with the school during adverse weather conditions. However, parents/carers are expected to check the website and/or make themselves aware of the radio broadcasts when it is clear that a closure is a possibility.

#### **Following a closure**

The school will update the school website as soon as a decision has been made about whether it is safe to open the next day. The school will also confirm the decision with parent/carers via ParentMail.

In the event that the school is closed the next day, parents/carers are encouraged to check the website for updated alerts.

### **Closing the school partway through the school day**

In the event that bad weather comes in partway through the school day, our prime concern will always be the safety of pupils and staff.

If the decision is made that the site is becoming unsafe or it is becoming too hazardous to travel, we will:

- Contact all parents/carers via ParentMail, alerting them to the increasingly dangerous conditions on the school site or roads leading to and from the school
- Invite parents/carers to collect their children either immediately, or from a specific time, which will be decided by the Executive Headteacher or Head of School
- Upload the same message onto the school website
- Contact the local radio stations and ask them to broadcast the message for parents/carers (see above for radio stations).

The front and back gates will be opened and parents/carers will be asked to collect their child from the usual collection points. The person who collects the child **must** be on the list of adults who have been authorised by parents/carers. In the event where this is not the case, the school will not release the child, until permission has been given from the parent/carer. The class teacher will register that each child has left the school. **Pupils who usually walk home alone will not be released from school early, unless the school is able to contact the parent/carer for permission.**

In the event of increasingly dangerous travelling conditions, the school may need to begin to send staff home, particularly those who travel a long distance to school or those who live in areas that have been the most effected by the weather conditions. If this should happen, we will re-direct other members of staff to ensure that all pupils are appropriately supervised.

**While parents/carers will be urged, if possible, to collect their children from school, the school will stay open until the usual closing time.**

### **Following a part-day closure**

The school will update the school website as soon as a decision has been made about whether it is safe to open the next day. The school will also confirm the decision with parent/carers via ParentMail.

In the event that the school is closed the next day, parents/carers are encouraged to check the website for updated alerts.