



Yeadon Westfield Infant School

SCHOOL CLOSURE DUE TO ADVERSE WEATHER POLICY 2024

Review 2027

This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff, governors and volunteers to share this commitment. This policy should be read in conjunction with all other school policies.

Aims

- To make a clear statement to parents, pupils and staff in order that correct procedures are followed during severe weather conditions.
- To ensure that no pupil or member of staff is in danger due to severe weather conditions.

When would it be necessary to close school?

It may be necessary to close school for a variety of reasons including:

- Severe weather (snow, floods or storms)
- Disruption to transport (for example, fuel shortages)
- Accommodation problems (for example, power failure, heating. failure, fire damage)

School will, however, endeavour to remain open wherever possible. Sometimes school have to make a decision which is reliant on the weather forecast or information at that moment in time.

Procedure

- Ms Lowry will aim to make a decision as to whether school will be open by 7.00am in the event of a full day closure, in liaison with the Junior school. The Chair of Governors or Vice Chair will be informed of this decision if necessary.
- The decision will be on the basis of information received from the media about weather, supplemented by an on the spot observation from staff members

better placed to make such observations and through appropriate external agencies such as the Met Office.

If the school is to close

- A member of the Senior Leadership Team will place the message on to the school website and text parents and staff. They will inform Leeds City Council Education website (which in turn relays this information to local radio stations).
- The website: <http://www.leeds.gov.uk/residents/Pages/School-closures.aspx> will display school closures but the best way for parents to stay informed is to view the scrolling banner on the school website and check for text updates.
- Parents should endeavour to inform school if their mobile phone number changes as texts are the usual way to inform staff of closures.
- If school closes early during the day (for example, due to the onset of heavy snow) the above procedures will also be carried out at that point from the school office.
- Parents must ensure that school is open before sending their child to school/leaving them on school premises.
- Although it is recognised that severe weather conditions may make it difficult for staff to get to and from work, unless advised to the contrary by the Head Teacher, staff should present themselves for work. If this is not possible, staff should use the day to work at home.
- In snowy/icy conditions parents and staff should only travel to school if they are content that conditions are safe to do so.

If the school is open

- Within the school site, school is responsible for clearing and gritting approach paths identified on the snow plan. Parents and children are advised to stick to the cleared paths and walk carefully.
- Clearing and gritting is the specific job of the Handy Person. When severe weather is forecast they should begin to lay grit/salt as soon as possible.

School is not responsible for pathways leading to school.

Late Registers

- In the event of snow/ice, school may announce a late opening to allow extra time for staff and pupils to travel to school safely.
- Registers will stay open to allow for difficult travelling conditions.
- If school is closed to pupils they will be registered with an exceptional circumstances mark which authorises the absence that day.

Collection of children

- When school closes early due to snow or other adverse conditions parents may be asked to collect their child from the front office door.
- Parents/carers will be messaged to inform them where to collect their children from.