



Carlisle Infant School

Adverse Weather Conditions Plan and Procedures

May 2022

Introduction

Carlisle Infant School will make every effort to remain open whenever possible.

The decision to close the school will be made by the Head Teacher (or the Deputy Head Teacher in her absence) in consultation with the Chair of Governors.

Our first priority will always be to ensure the health, safety and wellbeing of pupils, staff, parents and families.

The school will only be closed if one or more of the following conditions apply.

1. Insufficient staff are able to come in to keep the school running safely.
2. Conditions on site are too dangerous to operate safely.
3. Conditions are considered to be or are anticipated to later become too hazardous to travel.

Where practical, we will consider opening later in order to enable staff and children to have additional time to travel to school safely.

We will clear paths within school to make access as safe as possible, and will keep supplies of grit to support this.

IN THE EVENT OF HEAVY SNOW BEFORE THE SCHOOL DAY STARTS

Parents

When school closure is a possibility parents should find out whether the school is open by:-

- Checking Parent Hub regularly to receive updates from our school.
- Looking at the 'Breaking News' banner on our school website - www.carlisleinfantschool.co.uk

Where possible, a member of staff will be in school to advise parents and families on arrival that may have missed these messages that the school is closed, and to answer telephone calls from concerned parents.

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.

If parents assume that the school is closed, but it is actually open, the absence will be recorded as unauthorised unless the Head Teacher is satisfied that there are exceptional circumstances.

The School

The Head Teacher will decide whether the school will open, taking into account the conditions at the school and the ability of staff to get there.

If the Head Teacher decides the school will close she will arrange to have the website updated accordingly and send a message to staff and Parent Hub message to parents advising them of the closure.

It is important for parents to check both Parent Hub **and** our school website in case the Parent Hub messages are delayed due to the number of schools trying to use this system.

The school fully appreciates that in bad weather children may arrive later than usual.

If there are adverse weather conditions in the morning, the Head Teacher may allow arrangements where parents can drop their children off in the main hall to be supervised by available staff until all teaching staff have arrived.

Informing staff

It is recognised that adverse weather conditions will, at times, make travel to and from work difficult.

However, employees are expected to make all reasonable efforts to reach their workplace.

In the event of closure, staff will be informed by text message first and then email.

All staff have been given a copy of the action they must take in the event of adverse weather (See Appendix A).

Exceptional Circumstances

The School recognises that there may be cases where families are “cut off” due to particular difficulties in the area in which they live.

In such cases parents should advise the school of their particular circumstances so we can justify to the Local Authority why the absence should be authorised.

IN THE EVENT OF HEAVY SNOWFALL DURING THE SCHOOL DAY

If there is heavy snowfall during the school day the Head Teacher will decide whether it is necessary to close the school.

If deemed unsafe in school, our Admin Team will contact parents via Parent Hub initially, and ask that they pick their child/children up from school as soon as possible.

The Staff that live furthest from the school will be permitted to leave at the earliest opportunity.

A skeleton staff will remain in school until all of the children have been collected.

If a parent rings requesting they pick their child up early due to the weather, and the decision has not been made to close the school, these requests will be considered on an individual basis by the Head Teacher/Deputy Head Teacher.

Wet Morning Breaks

Members of the Senior Leadership Team (S.L.T.) will decide if the weather is bad enough for a ‘wet’ break.

If a wet break is declared no children must 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 own classes.

Teachers/Teaching Assistants who stay in the classroom during the ‘wet break can take a break once lessons have resumed.

Wet Lunchtimes

The Head Teacher/Deputy Headteacher or other members of the S.L.T. will decide if the weather is bad enough for a 'wet' lunchtime.

If a 'wet' lunchtime is declared the Lunch Leaders will supervise the children with the support of other school staff. No children must be left unsupervised.

Appendix A

STAFF: REGARDING SEVERE WEATHER –

We will endeavour to keep our school open and operating as normal.

However, in the event of severe, adverse weather, it may be necessary to make a decision to close the school for the safety of the children and staff.

In relation to severe, adverse weather, the following policy and procedure exists for Carlisle Infant School.

The decision to close will be made by the head teacher in consultation with the Chair of Governors considering the following:

- Health and safety – will remaining open constitute a significant risk to pupils and/or staff?
- Availability of staff – has the severe weather meant that a significant number of staff have been unable to attend making it impossible to open?

Our first priority will always be to ensure the health, safety and wellbeing of pupils, staff, parents and families.

Where practical, we will consider opening later in order to enable staff and children to have additional time to travel to school safely.

We will clear paths within school to make access as safe as possible, and will keep supplies of grit to support this. Care is always needed when using pathways to ensure safety.

School Closure Procedure:

It is recognised that adverse weather conditions will, at times, make travel to and from work difficult.

However, employees are expected to make all reasonable efforts to reach their workplace.

- In the event of severe, adverse weather (e.g. heavy snow) before the school day starts, ***any member of staff who deems that they will be unable to travel to work or will arrive at work later than usual should call the Deputy Head Teacher*** at the earliest opportunity to share this information, but by 7:30am at the latest.

This contact will help to determine the possibility of safely opening school. If the telephone is not answered or is engaged, a text message should be sent in order to communicate this information in a timely manner.

- As soon as a decision has been made, staff will be informed via text message and then email.
- Parents will be informed via Parent Hub messaging service and a message posted on the school's website.
- Parents are informed that, where possible, a member of staff will be in school to advise any uninformed parents on arrival, that school is closed, and to answer telephone calls from concerned parents.
- If there are adverse weather conditions in the morning, the Head Teacher may allow arrangements where parents can drop their children off in the main hall to be supervised by available staff until all teaching staff have arrived. Member of staff be asked to supervise children in the hall or supervise them walking to their classrooms or providing/supervising activities in classrooms until teaching staff arrive.
- In the event of closure, staff will be informed by text and then email, and will receive daily updates, being notified directly by text and then email when school is to reopen.
- Should the Head teacher and Deputy Head teacher be unable to travel to school due to Adverse Weather Conditions, members of the Senior Leadership Team (Year Group Leads, SENCO, School Business Manager) will be required to make day to day decisions in consultation with the Headteacher/Deputy Headteacher via telephone calls.