

UNFORESEEN SCHOOL CLOSURES POLICY
(INCLEMENT WEATHER, ETC.)

AIMS

This policy and procedure document aims to set out the considerations and procedures to be followed if school closure is being considered.

POLICY STATEMENT

1. Jackfield School has a duty to be open to pupils on all the days that have been published at the beginning of the school year so that the children can have access to education.
2. All school staff have a duty to take all reasonably practicable steps to get to school during adverse weather in order to fulfil their contractual obligations.
3. The School has a duty of care towards and responsibilities for all its pupils, staff, parents and visitors to the school.
4. There have been and will be occasions in the future when school closure may have to take place.
5. School closure will only take place if no other safe and appropriate option is possible.

PROCEDURES IN THE EVENT OF ADVERSE WEATHER

- On arriving at school the school Janitor must inform the Head or Deputy of any problems at the school which could affect the opening of the School, e.g. heating, power, water, damage to the building, or safety of the school grounds due to snow or ice.
- Staff at Jackfield should make all reasonably practicable efforts to get to school even if they will arrive late. Staff must leave a message on the school answer phone or contact the Head or Deputy by no later than 7.45 a.m. regarding any delay in their attendance at school.
- By no later than 8.30 a.m. the Head, Deputy or senior member of staff (**who, where possible, must be at the school!**) will make a decision to:
 - a. Open the school
 - b. Delay the opening until a specified time.
 - c. Close the school to pupils only.
 - d. Close the school.
 - e. If a senior member of staff is not at the school, the decision must still be made by a senior member of staff based on the evidence provided by staff members who are at the school.
- The decision regarding the opening of the school should be based on:
 - a. Health and safety considerations.
 - b. Sufficient numbers of staff being present to safely supervise pupils at the normal opening time or at a later time.
 - c. The weather conditions and weather forecast, e.g. worsening or improving weather.
 - d. The ability to provide school meals.
 - e. Any other circumstances that would severely affect the safe running of the school.
- The School will stay open for the full day unless the weather conditions deteriorate so badly that the safety of pupils and staff is likely to be jeopardised by remaining open.
- In the event of the School closing; delaying opening or closing early the Head, Deputy or senior member of staff on the school site must ensure that :-

- a. Signs are displayed at the school entrances regarding closure so as to prevent parents and children from entering the school site.
- b. Children are not left outside the school by parents/carers unless the school will be open.
- c. Efforts are made to inform parents. (Including the use of the Text Messaging Service; School Website; Radio Stoke and Signal Radio; LA Website – *see below)
- d. Staff not yet arrived at school are informed as soon as possible.
- e. The Chair of Governors is informed.

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## **RADIO STOKE AND SIGNAL RADIO**

When informing the radio stations they will ask for a password that is known only by the Head, Deputy, School Business Manager and Janitor.

Tel Nos:        Radio Stoke: 01782 208008

                  Signal Radio: 01782 441300

                          - select ③ for Newsdesk

                          - select ① for Reception (not open until 9.00 a.m.)

L.A. School Closures Website: <http://www.stokeschoolclosures.org.uk>

This Policy will be reviewed annually.