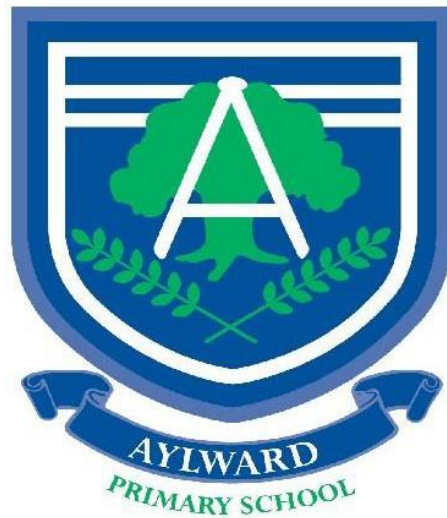




ADVERSE WEATHER CONDITIONS POLICY

Committee Responsible:	Senior Leadership Team
Reviewed by:	Gemma Kilkenny
Review Date:	January 2020
Approved by Senior Leadership Team:	January 2020
Reviewed:	January 2022, January 2023, January 2024, January 2026
Next Review Date:	January 2027

Statement of intent

It is the aim of Aylward Primary School to ensure the school remains open during adverse weather conditions, when practically possible, providing that this can be done in a safe manner.

Aylward intends to, wherever possible, make the decision to close the school before the teaching day commences, rather than defer the decision and delay the opening of the school.

The purpose of this policy is to:

- Make the appropriate procedures clear, in relation to operating the school during adverse weather conditions.
- Make clear the grounds for a school closure due to adverse weather conditions.
- Advise and inform staff and parents of the systems and procedures in place in the event of a school closure due to adverse weather conditions.

1. School policies and procedures

1.1. This policy will be implemented in accordance with the following school policies and procedures:

- Health and Safety Policy
- Snow and Ice Risk Assessment
- First Aid Policy
- Remote Learning Policy

2. Decision to close

- 2.1. The decision to close the school will be made by the Headteacher.
- 2.2. The Site supervisor and the Chair of Governors will be consulted when making a decision about school closure.
- 2.3. In the absence of the Headteacher, the Deputy Headteacher will assume the responsibility of the Headteacher in relation to the Adverse Weather Policy.
- 2.4. The school will be closed if one or more of the following conditions apply:
- Insufficient staff are able to come in to keep the school operating safely.
 - Conditions on site are dangerous and we cannot ensure the safety of children and staff.
 - Conditions are considered to be or are anticipated to later become too hazardous to travel.
- 2.5. In the event of school closure:
- Under the instruction of the Headteacher, the School Business Manager/Office Team will inform parents via text message, email and message via a notification on the Arbor parent app.
 - The School Business Manager/Office Team will post an update in the Special Messages tab on school website.
 - The Site Team will display 'closure' signs on the school's entrance gates.
- 2.6. In the event of the school having to close during the day, parents will be contacted via text message using the number provided on the emergency contacts list and asked to collect their child from the school.
- 2.7. A closure of the school during the day and an early release of staff will only be considered in extreme circumstances.
- 2.8. In the event of closure staff will implement the school's Remote Learning policy.

3. Remaining open in adverse weather conditions

- 3.1. When deciding whether the school will remain open, risks will be assessed in line with the **Snow and Ice Risk Assessment**.
- 3.2. If the school remains open when there has been snowfall or the site is icy, access to the site for pedestrians will be restricted to the pedestrian gates at the main entrance on Pangbourne Drive, and on Dalkeith Road, opposite North London Collegiate School.
- 3.3. The Site Team will place health and safety caution signs to warn users of the increased hazards on site.
- 3.4. All pathways, wherever practically possible, will have been cleared and gritted.
- 3.5. At the Headteacher's discretion, during periods of adverse weather conditions, the playground may be out-of-bounds to pupils and parents.
- 3.6. All persons entering the school buildings are asked to ensure they wipe their feet thoroughly, in order to reduce slip hazards.
- 3.7. **Storm Winds:** If high or gusting winds present a risk to safety (including falling debris, damage to structures or unsafe travel conditions), the school will carry out a site-specific risk assessment, restrict outdoor areas and activities as necessary, and may partially or fully close the school if risks cannot be safely managed. The decision to close the school will be made following the procedures in Section 2.

4. Health and safety

- 4.1. The school has a duty of care to anyone accessing the site and surrounding grounds.
- 4.2. The Headteacher is responsible for ensuring safety on the school site, in accordance with the school's Health and Safety Policy.
- 4.3. Staff, visitors and parents have the personal responsibility to express caution and take responsibility for their own health and safety whilst on the school grounds.
- 4.4. Individuals must take responsibility for the health and safety of any children under their supervision.
- 4.5. In the event of adverse weather conditions, the site manager will assess the school site and inform the headteacher at 6.30am of the state of site.
- 4.6. A risk assessment of the site will be conducted in order to assess any potential hazards due to the weather conditions.
- 4.7. Closing the school is a reasonable decision if pupils or staff are at risk of serious injury due to the weather conditions.
- 4.8. When roads are impassable, the health and safety issue is overridden by the practical issue of access.

5. Limited staff numbers

- 5.1. During periods of adverse weather conditions, staff members are expected to make all reasonable efforts to attend work, whether this means they will be late or not.
- 5.2. The school understands that, whilst staff members are expected to make all reasonable efforts to attend work, it is essential to minimise personal risk.
- 5.3. In line with 4.3, it is therefore at the discretion of staff members as to whether they are able to attend work in adverse weather conditions.
- 5.4. Staff members are required to consider local weather conditions, distance, availability of public transport, and fitness to walk when making their decision.
- 5.5. Staff members are required to liaise with the Deputy Headteacher to discuss options of attending work. LSAs & Nursery Nurses should liaise with the Assistant Headteacher (Inclusion) in the first instance. Office, Welfare & Premises staff to liaise with the School Business Manager.
- 5.6. In order to comply with health and safety regulations, different age groups may be brought together to be taught under the supervision of the available teachers and support staff:
 - No maximum class size limits are set out.
 - A limit of 30 pupils per class will apply if the majority of children will reach the age of five, six or seven in that school year.
- 5.7. The school will continue to strive to provide high-quality education in the given circumstances. This will be via a blended approach using the school's online learning platforms SharePoint and Microsoft Teams, as outlined in the school's Remote Learning Policy.
- 5.8. If the adverse conditions have an extended impact upon school closures, laptops and paper resources will be issued to families in need, where possible. The school will actively contact vulnerable families, to check on their wellbeing and to maximise engagement.

6. Attendance statistics

- 6.1. Where the school is officially closed, all absence is registered as authorised.
- 6.2. When a pupil cannot attend the school due to adverse weather conditions, the pupil will be marked in the register as having an authorised absence and will, therefore, not affect the school's attendance statistics.
- 6.3. If the headteacher believes the pupil could have safely made it to school but did not attend, the pupil will be marked in the register as having an unauthorised absence.
- 6.4. Parents acting on the assumption that the school would be closed, without gaining confirmation, or failing to inform the school of the circumstances that prevent the child coming into school, risk their child's absence being registered as an unauthorised absence.

7. Monitoring and review

- 7.1. The effectiveness of this policy will be monitored by the Headteacher, and any necessary amendments will be made during review.
- 7.2. This policy will be reviewed biannually by the headteacher.