

# **The Federation of St Anne's and St Martin's Primary School Adverse Weather Conditions Policy**

## **Introduction**

At The Federation of St Anne's and St Martin's Primary Schools we will make every effort to remain open whenever possible.

The decision to close the school will be made by the Executive Headteacher. 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 dangerous
3. Conditions are considered to be or are anticipated to become too hazardous to travel.

## **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: Receiving a message from the school
- Checking the school website,
- Listening to BBC Radio Berkshire (95.4 / 104.1FM), and/or Heart (97 / 102.9FM)for bulletins

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 Executive Headteacher is satisfied that there are exceptional circumstances.

### **The School**

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

If the Executive Headteacher decides the school will close s/he will update the school's website accordingly and a message will be sent to staff and parents by advising them of the closure.

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

## **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 that the Executive Headteacher can justify to the Local Authority why the absence should be approved.

## **In the event of heavy snowfall during the school day**

If there is heavy snowfall during the school day, the Executive Headteacher will decide whether it is necessary to close the school.

The school office will contact parents and ask them to collect their child/ren 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 to pick their child up early due to the weather, and the decision has been made not to close the school, these requests will be considered on an individual basis by the Executive Headteacher.

**Please make sure your contact details are kept up to date by informing the office of any changes as soon as possible.**

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