

# Cold Weather Procedures

Occasionally during the year we suffer spells of very bad weather (e.g. snow). During these times we will always do our best to keep school open. However, there may be occasions that this may not be possible, either because the site is closed or staff cannot get into work. If you are ever in any doubt whether the school will be open, we will always endeavour to make sure that the website is updated with the latest advice. The Headteacher will do this as soon as a decision has been made on a closure. This should be your first point of reference.

In the event that the school due to cold weather, the school will follow the following procedures:

If the decision is made to close the school the **day/evening before** the school will:

- Headteacher to discuss initially with Chair of Governors or Vice-Chair about closing the school.
- Once a decision is made then the Headteacher will put an update on the **school website**
- School to inform parents via **ParentMail**
- Inform any clubs providers
- Inform Local Authority

If the decision is made to close the school on the **morning of the closure** the school will endeavour to follow these procedures:

- Mrs Swift will walk to school and liaise with the caretaker and Headteacher by 7:15am.
- The caretaker will attempt to open school
- If there are safety concerns the headteacher will discuss with Chair of Governors to make a decision about closing school and then will:
  - Headteacher will put an update on the **school website**
  - School to inform parents via **ParentMail**
  - Inform any clubs providers
  - Inform Local Authority

When there is lying snow or ice and school is to open, then the school will give priority to children so that they can enter the building safely. We will aim to keep one main walkway into school open.

- We will endeavour to keep the path from the pedestrian gate (at the front of school) to the main front door usable.
- All children will use the main reception and will go into the dining hall to change outdoor shoes into school shoes.
- Nursery children will use the main entrance and staff will escort them to the designated nursery area.

The school is not responsible for clearing or gritting the council pathways, and where adults feel that the paths or side roads are unsafe, they should contact Walsall Highways on 01922 653344. When we do have adverse weather conditions, we would encourage parents to leave vehicles at home and walk. In addition, we would encourage parents to listen to local news broadcasts and to the advice given by motoring organisations and the police. Following these guidelines will ensure that our children get into school safely.

Children will not receive late marks on snow days. We would stress that it is better to get into school safely and late than not at all.

If school has to close early before the end of the school day, parents will be informed via **ParentMail** and asked to collect their children as soon as possible. Staff will remain in school until all children have been collected at the end of the school day. In these circumstances after school club will be cancelled.