



ST. ANNE'S C.E. (VC) PRIMARY SCHOOL



EXTREME WEATHER POLICY
'Making Learning a Life Long Friend'

Approved:	Summer 2018
Review Date:	Summer 2020

In the event of disruption caused by heavy snow or other bad weather conditions the prime concern of the school must always be the safety of children and staff. Extreme weather will usually relate to heavy snow or severe ice, but could include dangerously high winds or extremes of temperature. Please consider a number of factors in the event of extreme weather:

The decision to close the school will take account of the safety of all our children and staff, some of whom travel a great distance to school each day. It is expected that all staff will attempt to make their journey to school as normal but it must be appreciated that despite all efforts being made by staff to attend, adverse conditions i.e. snow, traffic, untreated roads etc., may result in insufficient staff being in attendance at the start of the school day. This being the case the school will be unable to operate normally and alternative arrangements will be made.

We will always endeavor to open the school in the event of bad weather, as long as it is safe to do so.

The school appreciates that during bad weather children may arrive later than normal; parents should endeavor to contact the school to let them know they are on their way if likely to be delayed. The school recognises there will be isolated instances where families are cut off, even where the clear majority of children can get into school. In such instances parents should inform the school of the circumstances of this exceptional situation, as the school has a duty to clarify the circumstances of each case so as to be able to formally authorise the absence to the Local Authority. Parents acting on the assumption that the school would be closed without gaining confirmation, or failing to inform the school of the circumstances that prevents the child coming into school risk their child being registered as an un-authorised absence.

Attempts will be made by the Office Manager and Senior Leadership Team to post a message on the school website and to contact local radio stations to announce any degree of closure, should this become necessary-at the earliest possible time. Information will also be sent to Staffordshire County Council for them to display on their website. However, we cannot guarantee how often this will be updated. **All**

parents will be sent a text message via our text messaging service, therefore it is imperative that up to date emergency contact numbers are held by the school.

Should it be necessary to close the school, parents need to ensure that alternative arrangements have been made.

If the school does open, but extreme weather develops during the day, we will aim to remain open until the end of the normal school day. However this is not always possible when roads are becoming treacherous. In which case parents will be contacted via text and asked to collect their children as soon as possible. Under these conditions we will take verbal permission for their child/children to be collected by a nominated adult. Normal lessons may be curtailed and the remaining pupils assembled in groups under the supervision of authorised members of staff to await collection. All children will be cared for by a member of staff until collection.

It must be appreciated that each incidence of extreme weather is different, and a decision on closure has to be made according to the situation prevailing at the time.

If the school is closed, we will try and make a decision as early as possible, and will intend to re-open as soon as we can.

Snow Clearance and Gritting Procedures

To ensure the safety of staff, visitors and pupils at school and to satisfy legal requirements for the provision of a safe working environment we will adopt a common sense approach to the clearance of snow and ice during periods of bad weather. This will enable us to consider the health, safety and well-being of all stakeholders. In order to adhere to these commitments, we have produced these procedures, a zoned gritting plan and a risk assessment.

Before the winter term we will ensure that we are fully equipped with appropriate snow clearing equipment and adequate stocks of rock salt / sand or grit. The site supervisor's duties and hours will be re-arranged to ensure that the site remains safe during periods of bad weather.

We have a gritting plan in place (see appendix) which highlights areas to be cleared. With this in mind it may be necessary for the normal entrance route to be temporarily closed and alternative entrance and exit arrangements put in place if conditions are too extreme. This is communicated to parents and staff are on hand to guide parents and carers at the beginning and end of school day.

1. First phase to be gritted:

Pathway from Village Hall car park to Kid's Club entrance. Staff car park and entrance to kitchen and Year 2. Pathway from pedestrian gate on New Lane to main entrance.

Pathway from Village Hall gate to the main entrance. If we have deep snow the entrance from the Village Hall car park to Kid's Club entrance must be cleared early in the first phase to maintain the health and safety of children and staff arriving for Kid's Club.

2. Second phase to be gritted:

A pathway from the main entrance on New Lane to Reception and Year 1 classes entrances.

The rest of the junior playground and infant playground, will not normally be gritted, so parents and carers must ensure that children entering and leaving the school grounds stay on the gritted paths as marked.
(see below for responsibilities)

Headteacher will.....

- Carry out a review of these procedures (including this policy, risk assessment and gritting plan) in the summer term to ensure their continued relevance.
- Liaise with the site supervisor to confirm expectations of this policy.
- In case of site supervisor absence will ensure alternative arrangements are put in place to ensure continuity of service.

The Site supervisor will.....

- Be responsible for the immediate clearance of snow and ice in designated areas, in line with this policy and the gritting plan.
- Ensure that adequate supplies of all materials needed for snow and ice clearance are in stock.
- Check the condition of the playgrounds and paths on arrival and ensure gritting takes place if needed.
- Communicate to senior management the implementation of the gritting plan by 7.45am.
- Clear a pathway through snow and ice of a width suitable to allow access for pedestrians, pushchairs and wheelchairs using a snow scraper or shovel.
- Once the path has been cleared rock salt or grit will be used to assist in providing extra grip.
- Ensure that access routes are clear by 8.30am at the latest. The pathway from the Village Hall car park to the Kid's Club entrance must be clear by 7:30am to allow safe access to before school club.
- Paths will be regularly checked throughout the day to ensure re-freezing or further snow coverage has not occurred. If it has, areas will be re-cleared and gritted as necessary.

- Playgrounds and paths will be checked on evenings when school or playground is being used to ensure ice/snow are not likely to cause issues whilst school or playground is in use.
- Record when and where has been gritted on the log sheet held in the office.

Please note - It is not appropriate for school staff to clear or grit areas falling outside the school site boundary.

All staff will.....

- Report any situation to the headteacher where they feel this policy is not being carried out.
- Be responsible for safeguarding their own and colleagues health and safety in bad weather.
- Wear footwear / clothing appropriate to the conditions.
- Liaise with senior management before home time and adopt an exit plan which is appropriate to the conditions.

All parents / carers will

- Read and adhere to guidance.
- When bad weather conditions prevail and when directed by staff, parents and carers of children in years one to six will encourage the children to enter school independently where they will be met by staff, unless they need to speak to class teachers. Reception children will enter with their parents through the main entrance and be handed over to appropriate adults.
- Wear footwear / clothing appropriate to the conditions.
- Alert any staff member of concerns they have regarding health and safety during adverse weather.
- Ensure that Children only use the cleared / gritted routes and do not use outdoor exercise equipment, due to the risk of ice on surface equipment.

All pupils will.....

- Wear footwear / clothing appropriate to the conditions.
- Stay on cleared pathways at all times, and not use outdoor exercise equipment, due to the risk of ice on surfaces equipment.

