

# Ravenhurst Primary School

## Adverse Weather Policy



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Owner	Head Teacher – Miss Nicola Webb
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## Adverse Weather Policy

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### What is the purpose of this policy?

This document is to outline the policy and procedures in relation to keeping the school open during adverse weather conditions.

- To inform staff and parents/guardians for a school closure due to adverse weather conditions.
- To advise staff and parents/guardians of the procedures in place due to a school closure in adverse weather conditions.

### Introduction

It is the aim of Ravenhurst Primary School to ensure the school remains open due to adverse weather conditions, whenever practically possible, as long it is safe to do so and is not dangerous to users of the site. Ravenhurst Primary School will endeavour to make the decision to close the school before the school day commences.

Ravenhurst Primary School has a duty of care to anyone coming onto the school site and to take all reasonable measures to ensure the health and safety of staff, pupils, parents/guardians and visitors on our site.

Health and safety remains the personal responsibility of all staff, parents/guardians and visitors entering the school site and that of any children under their supervision.

In the event of adverse weather conditions the Premises Manager will assess the condition of the school site and inform the Head Teacher by 7-00am.

### School Closure

During a school closure due to adverse weather conditions the school's priority will always remain the Health and Safety of the pupils, parents/guardians, visitors to the site and staff and the decision to close is based upon this criteria alone.

The decision to close the school on the grounds of safety before or during the school day will be taken by the Head Teacher, in consultation with the Premises Manager / the Senior Management Team and a member of the Governing Body.

If the Head Teacher is not available that responsibility will be taken on by the Deputy or Assistant Head Teachers.

The school will only be closed if one or more of the following conditions apply:

1. Conditions on site (the site entrances, onsite roadway, car park and playgrounds) are considered to be unsafe and dangerous to users of the site (staff, pupils, parents/guardians and visitors).
2. Insufficient numbers of staff are present at work for the safe running of the school.

## Communication of School Closure

Parents will be informed on **Radio Leicester 104.9 FM** and the school website **[www.ravenhurst.leics.sch.uk](http://www.ravenhurst.leics.sch.uk)** and/or text message.

The school will make every effort to keep parents/guardians informed as to the situation during adverse weather conditions.

**Before the School Day:** If the decision to close the school has been made before the school day, this will be relayed via text message, the school website and on Radio Leicester 104.9 FM from 7-30 am or sooner if possible.

**During the School Day:** In the event of the school having to close during the school day due to adverse weather conditions parents/guardians will be contacted via text message and/or telephone at home or work and be asked to collect their child/ren.

Also at the Head Teacher's discretion staff living the furthest distance away may be allowed to leave but at the same time colleagues will be asked to cover them while children are still on site. A closure of the school during the school day and an early release of staff will only be considered in very extreme circumstances.

## Access to Site

Where the school is open and there has been snowfall or the site is icy, access to the site will be via the Ravenhurst Road entrance, Welcombe Avenue entrance and Franklin Park entrance as usual. However parents/guardians are strongly advised not to use the Welcombe Avenue entrance due to the distance of the drive/walkway, extra caution must be taken if this entrance is used. Pedestrians entering the school site are advised to keep on the pathways which have been cleared and/or gritted.

During adverse weather conditions the onsite roadways and car parks will not be cleared of snow or gritted. Staff and visitors driving onto the school site do so at their own risk.

During adverse weather pathways on the playgrounds will be gritted so to maintain a link from the Raven building to the Welcombe building, caution must still be exercised when using these. Also the playgrounds may be out of bounds to parents/guardians and pupils at the beginning and end of the school day and at the discretion of the Head Teacher.

All persons entering the school buildings are asked to make sure they wipe their feet as they enter to reduce slip hazards occurring.

## **Lateness / Absence**

The school appreciates that during adverse weather conditions children may arrive later than normal; parents/guardians are asked to inform the school that they are on the way if likely to be delayed. Parents/guardians acting on the assumption that the school would be closed without gaining confirmation or failing to inform the school of the circumstances, due to the adverse weather, that prevents the child/ren coming into school risk their child/ren being registered as an un-authorised absence. Where the school is officially closed, all absence is counted as authorised absence.

All instances of lateness or absence due to adverse weather will be considered on an individual basis by the Schools Attendance Officer in conjunction with the parents/guardians.

**Glossary**

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Term	Explanation
<b>School</b>	Refers to Ravenhurst Primary School only

## Version Control

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### Change record

Date	Version	Status	Author	Change
06/10/2014	0.1	Draft	Premises Manager	
07/10/2014	1.0	Approved		Approved by Head Teacher & Governing Body
07/05/2015	1.0	Review		Reviewed by Health & Safety Committee, no changes
22/09/2016	1.0	Review		Reviewed by Health & Safety Committee, no changes
18/01/2019	1.1	Draft	Health & Safety Committee	Reviewed by Health & Safety Committee. Sentence added under Lateness/Absence to record that all cases of lateness/absence due to adverse weather will be considered on a individual basis
27/02/2018	2.1	Approved		Approved by the Acting Head Teacher & Governing Body

### Approval

Name	Position	Date
David Swales	Acting Head Teacher	27.02.2018
Val Moore	Chair of Governors	27.02.2018