



# Lawn Primary and Nursery School

## **Adverse Weather Policy**

**Policy Owner**  
Business Manager

### **Policy History**

	<i>Cold Weather Procedure</i>
<i>November 2024</i>	<i>Policy re- to Adverse Weather Policy. Policy re-drafted to cover all adverse weather conditions.</i>

## **Contents**

1. Statement of Intent
2. Roles & Responsibilities
3. School closure - RED
4. Remaining open in adverse weather conditions - AMBER
5. Attendance
6. Clothing
7. Monitoring & Review

## **1. Statement of Intent**

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

This policy covers the contingencies made for adverse conditions that may result either School Closure' called - RED or restricted school opening – called AMBER.

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.

## **2. Roles & Responsibilities**

The headteacher is responsible for:

- Deciding whether the school will close due to adverse weather.
- Informing parents and staff of any closure.
- Deciding whether pupils should be kept indoors during break times and reporting this decision to staff at the earliest opportunity.
- Ensuring the school is fully stocked with snow clearing equipment.
- Reviewing this policy on an annual basis.
- Ensuring classroom temperatures are maintained at an appropriate level.
- Ensuring that staff model good practice in terms of sun safety.
- Ensuring that staff understand the precautions for pupils in terms of sun safety.
- Ensuring staff receive appropriate training and guidance on the stipulations in this policy.

The Business Manager is responsible for:

- Completing a risk assessment that covers adverse weather and gritting.
- Ensuring all equipment is maintained and stored properly, notifying the headteacher of any damages.

Staff members are responsible for:

- Adhering to the requirements of this policy.
- Reporting any concerns relevant to this policy to the headteacher.
- The safety of pupils, colleagues and themselves.
- Wearing appropriate footwear and clothing during periods of adverse weather.
- Liaising with one another before the end of the day to discuss an exit plan for pupils, this includes escorting younger pupils to the entrance to be collected by their parents.
- Modelling good practice in terms of sun safety.
- Encouraging pupils to stay appropriately hydrated.

Parents are responsible for:

- Only using the designated and cleared areas whilst on the school premises.
- Collecting their children when the school needs to close.
- Keeping all their contact information up-to-date.

- Ensuring they and their children wear the appropriate footwear and clothing for adverse weather.

Pupils are responsible for:

- Following the School Uniform Policy.
- Following the instructions and guidance of staff during adverse weather.

### **3. School closure - RED**

The school will make every effort to remain open whenever possible. The decision to close the school will be made by the Head Teacher or other senior member of staff. The school will only be closed after a full risk assessment has been carried out by the Head Teacher or senior staff member. All steps possible will be taken to reduce risks to enable staff, pupils and parents to access the school safely. However, there are times where the risks are too high.

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

1. Staff numbers are insufficient for the school to operate safely
2. Conditions on site on site are considered to be unsafe and are likely to present danger to users of the site
3. Conditions are considered to be or are anticipated to later become too hazardous to travel.
4. Problems with heating, electricity or water.

#### **In the event of school closure:**

**Before the school day starts** - If the school is assessed to be closing after completion of a risk assessment then the school will inform parents by 7:30am at the latest by:

- Sending a text to all parents and staff that are registered for the system
- Sending an email to all parents via ScoPay
- Posting an update on the school website and Facebook page
- Informing Wiltshire BBC Radio who broadcast a list of schools that are closing

During the school day - In the event of the school having to close during the day, parents will be contacted via text message or telephone, using the numbers provided on the emergency contacts list, and asked to collect their child from the school as soon as possible.

Where the school is temporarily closed due to adverse weather, the headteacher will aim to ensure the school can provide remote education in line with the Remote Education Procedure.

Staff who are likely to face particular difficulties in getting home may have to leave work early, taking into account their personal safety. This decision will be taken in collaboration with the headteacher. Minimum cover arrangements in school will be provided by employees who do not have a particularly long or difficult journey home to ensure staffing ratios are maintained for the safety of pupils.

A closure of the school during the day and an early release of staff will only be considered in extreme circumstances.

## **4. Remaining open during adverse weather conditions - AMBER**

When deciding whether the school will remain open, risks will be assessed in line with the appropriate risk assessment.

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 only and all pathways, wherever practical, will have been cleared and gritted before pupils arrive on the premises.

At the headteacher's discretion, during periods of adverse weather conditions, the playground may be out-of-bounds to pupils and parents.

All persons entering the school buildings will be asked to ensure they wipe their feet thoroughly, in order to reduce slip hazards.

Amber Days may require staggered/delayed arrival and departure. Parents and staff will be e-mailed and texted to confirm times.

On an Amber day pupils should:

- Follow instructions given on where to enter or exit the school
- Classes may be split to enable adequate supervision
- School meals may not be provided
- There will be no wraparound care (Breakfast & Afterschool Club) or activity clubs

## **5. Attendance**

### **Pupils:**

Where the school is officially closed, all absence will be registered as authorised.

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.

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.

Parents acting on the assumption that the school is 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.

### **Staff:**

During periods of adverse weather conditions, staff members will be expected to make all reasonable efforts to attend work and are encouraged to liaise with the headteacher or a member of SLT to discuss difficulties attending work due to adverse weather.

The school will understand that, whilst staff members are expected to make all reasonable efforts to attend work, it is essential to minimise personal risk. It will therefore be at the discretion of staff members as to whether they are able to attend work in adverse weather conditions.

## **6. Clothing**

During the summer months, when temperatures reach above 25 degrees Celsius (°C), everyone working at or attending the school will be encouraged to protect their face, neck and ears using a sun-safe hat.

Pupils without sun-safe hats will only be permitted to play in an area protected from the sun, unless a sun-safe hat has been provided. Pupils not wearing sun-safe clothing will be required to play in an area protected from the sun, if spare clothing cannot be provided.

During the Winter months, pupils are advised to attend school with suitable clothing and footwear. Appropriate clothing should be worn that is suited to the weather conditions, e.g. wearing waterproof clothing in the rain and wearing gloves in the snow.

## **7. Monitoring & Review**

The effectiveness of this policy will be monitored by the headteacher, and any necessary amendments will be made during review.

This policy will be reviewed annually by the headteacher and Business Manager.