



## The Laurels PRIMARY SCHOOL

### Adverse Weather Conditions Policy

#### 1.0 Introduction

1.1 The school will make every effort to remain open whenever possible.

1.2 The decision to close the school will be made by the Head Teacher and Chair of Governors. 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 later become too hazardous to travel.

#### 2.0 In the Event of Heavy Snow Before the School Day Starts

##### 2.1 Parents

2.1.1 When school closure is a possibility parents should find out whether the school is open by:

- Checking the school website and/or Facebook page
- Waiting for an email from the school

2.1.2 If it is decided that the school will open, but the road conditions are difficult, parents should ring the school after 8.00am to advise that they are likely to be late. Parents should avoid ringing before this time so the lines can be kept open for staff.

2.1.3 If parents assume that the school is closed, but it is actually open, the absence will be recorded as unauthorised unless the Head Teacher is satisfied that there are exceptional circumstances. (see para. 2.3.2)

##### 2.2 The School

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

2.2.2 If the Head Teacher decides the school will close, the website will be updated accordingly and an email sent to staff and parents advising them of the closure. It is important for Parents to undertake the action at 2.1 above in case the Parentmail system is slow due to the number of schools trying to use it.

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

### **2.3 Exceptional Circumstances**

2.3.1 The School recognises that there may be cases where families are “cut off” due to particular difficulties in the area in which they live.

2.3.2 In such cases parents should advise the Head Teacher of their particular circumstances so she can justify to the Local Authority why the absence should be authorised.

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

3.1 If there is heavy snowfall during the school day the Head Teacher will decide whether it is necessary to close the school.

3.2 The Office will contact parents and ask that they pick their child/children up from school as soon as possible.

3.3 The Staff that live furthest from the school will be permitted to leave at the earliest opportunity.

3.4 A skeleton staff will remain in school until all of the children have been collected.

3.5 If a parent rings requesting they pick their child up early due to the weather, and the decision has not been made to close the school, these requests will be considered on an individual basis by the Head Teacher.

### **4.0 Indoor Breaks**

4.1 The Head Teacher will decide if the weather is bad enough for an indoor break.

4.2 If an indoor break is declared no children must be left unsupervised. One member of staff (Teacher or Teaching Assistant) should remain in the classroom to supervise break with all children remaining in their own classes.

4.3 Members of staff who stay in the classroom during the indoor break can take a break once lessons have resumed.

### **5.0 Indoor Lunchtimes**

5.1 The Head Teacher will decide if the weather is bad enough for an indoor lunchtime.

5.2 If an indoor lunchtime is declared the Teaching Assistants will supervise the children. No children must be left unsupervised.

#### 6.0 Equality Implications

There are none associated with this policy.

Charlotte Bull  
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