



# **Inclement Weather Policy and Plan**

Guidance for parents/carers and staff  
in the case of bad weather



## Criteria

It is our policy to remain open unless we are forced to close because there is a risk to the health, safety and welfare of staff and pupils. The Head Teacher, having consulted with the Chair of Governors, is responsible for making the decision to close the school due to inclement weather conditions in the immediate locality.

The decision will be taken on the basis of one or more of the following criteria:

- (a) prolonged and/or excessively high temperatures
- (b) prolonged and/or excessively low temperatures
- (c) prolonged and/or excessively high winds that render travel difficult
- (d) prolonged and excessive snow fall or icy conditions
- (e) excessive and/or prolonged rainfall/flooding.

## How parents will be notified that the school will be closed

### Closure before the school day

- Such an event will be avoided where possible
- If the school is to be closed, a text message will be sent to all parents, carers and staff
- A message will also be posted on the school website and on our Facebook page.
- Kitchen staff (employed by SIPs) will be contacted as part of the group text and will make any necessary arrangements regarding school meals provision.
- There is no need for parents to contact the school to check whether or not the school is open.

While we understand parental concerns, it would be helpful if parents/carers were aware of the difficulty for an office potentially responding to literally hundreds of calls. Parents should not telephone the school at these times unless there is an emergency. If the school is forced to close overnight for any other reason, a group text will be sent to all parents, carers and staff.

### Closure during the school day

- Closure during the school day will only ever be as a last resort and the intention would be to make a decision early in the morning.
- Should the weather turn worse **during** a school day, pupils will only be sent home if there are satisfactory arrangements for them returning safely.
- In the case of early closure, parents will be sent a text message and asked to collect their child/children.
- No child will be sent home to an empty house.
- Companies escorting pupils by taxi or after school care will be notified by office staff and asked to collect pupils as soon as possible
- Parents of children who walk home will be telephoned to seek consent
- Staff will always stay with children until they are collected.
- Staff who live furthest away will be sent home when the ratios allow and it is safe to do so

### **Staff responsibilities if the school is to close**

- The **Head Teacher** makes the decision to close **as early as possible** (this may be the night before in cases of severe weather, or if not well before school is due to open).
- The **Head Teacher** will send the group text to all staff, parents and carers.

### **Organisations and individuals to contact if the school is to close**

[schoolorganisationunit@sandwell.gov.uk](mailto:schoolorganisationunit@sandwell.gov.uk)

We are committed to **equal opportunities** for all irrespective of race, gender, sexuality, disability or religion. We will monitor the impact of this policy to ensure that no group is adversely affected.