

Spalding Monkshouse Primary School  
**SEVERE WEATHER POLICY**

Review date: September 2019



We will endeavour to keep our school open and operating as normal. However in the event of severe adverse weather it may be necessary to make a decision to close the school for the safety of the children and staff.

**The decision to close will be made by the Headteacher in consultation with the chair of Governors considering the following:**

- **Health and safety – will remaining open constitute a significant risk to pupils and/or staff.**
- **Availability of staff – has the severe weather meant that a significant number of staff have been unable to attend making it impossible to open.**

**Our first priority will always be to ensure the health, safety and wellbeing of pupils, staff, parents and families.**

Where practical, we will consider opening later in order to enable staff and children to have additional time to travel to school safely.

We will clear paths within school to make access as safe as possible, and will keep supplies of grit to support this.

**School Closure Procedure:**

Once the decision to close school has been taken, parents and staff will be informed via our text service on ScholarPack. A message will also be posted on the school website ([www.monkshouse.lincs.sch.uk](http://www.monkshouse.lincs.sch.uk)).

In addition, the Headteacher will send a message through Textround at the earliest opportunity giving the required information so that the closure of our school can be broadcast and relayed to transport. The Local Authority does not need to be contacted separately, they will obtain information about closed schools through Textround.

Where possible, a member of staff will be in school to advise parents and families on arrival that the school is closed, and to answer telephone calls from concerned parents.

Parents will be informed via a newsletter that this is the procedure to be followed.

**Informing staff:**

It is recognised that adverse weather conditions will, at times, make travel to and from work difficult. However, employees are expected to make all reasonable efforts to reach their workplace.

In the event of closure, staff will be informed by a telephone call via the emergency contact sheet. All staff have been given a copy of this and will make contact with members of staff on their list.

<https://www.txround.co.uk/>

Log ins held by Mrs Smith, Mrs Gowing and Mrs Goodsell

Brief Message: The school is closed to pupils today

## **NOTE TO PARENTS AND FAMILIES REGARDING SEVERE WEATHER**

We will endeavour to keep our school open and operating as normal. However in the event of severe adverse weather it may be necessary to make a decision to close the school for the safety of the children and staff.

**The decision to close will be made by the Headteacher in consultation with the chair of governors considering the following:**

- **Health and safety – will remaining open constitute a significant risk to pupils and/or staff?**
- **Availability of staff – has the severe weather meant that a significant number of staff have been unable to attend making it impossible to open?**

**Our first priority will always be to ensure the health, safety and wellbeing of pupils, staff, parents and families.**

Where practical, we will consider opening later in order to enable staff and children to have additional time to travel to school safely.

We will clear paths within school to make access as safe as possible, and will keep supplies of grit to support this. Care is always needed when using pathways that have been gritted.

### **School Closure Procedure:**

- As soon as a decision has been made we will inform you via our text service and post a headline message on the school website.
- Listen to the local radio stations (Radio Lincolnshire, Heart) where there will be regular updates on school closures.
- Closures will be listed on the Radio Lincolnshire and Heart website
- Where possible, a member of staff will be in school to advise you on arrival that the school is closed, and to answer telephone calls. Please avoid telephoning the school unless necessary, please use the websites.

## **NOTE TO STAFF REGARDING SEVERE WEATHER**

We will endeavour to keep our school open and operating as normal. However in the event of severe adverse weather it may be necessary to make a decision to close the school for the safety of the children and staff.

**The decision to close will be made by the head teacher in consultation with the chair of governors considering the following:**

- **Health and safety – will remaining open constitute a significant risk to pupils and/or staff.**
- **Availability of staff – has the severe weather meant that a significant number of staff have been unable to attend making it impossible to open.**
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**Our first priority will always be to ensure the health, safety and wellbeing of pupils, staff, parents and families.**

Where practical, we will consider opening later in order to enable staff and children to have additional time to travel to school safely.

We will clear paths within school to make access as safe as possible, and will keep supplies of grit to support this. Care is always needed when using pathways to ensure safety.

**School Closure Procedure:**

- As soon as a decision has been made staff and parents will be informed via our text service and a message posted on the School website.
- A member of the office staff will contact Textround. Parents and staff are advised to listen to bulletins or to view the school website for updates.
- Parents are informed that, where possible, a member of staff will be in school to advise them on arrival that school is closed, and to answer telephone calls from concerned parents.

It is recognised that adverse weather conditions will, at times, make travel to and from work difficult. However, employees are expected to make all reasonable efforts to reach their workplace. In the event of closure, staff will be informed by a phone call, and will receive updates, being notified directly when school is to reopen.

Signed \_\_\_\_\_ Chair of Governors

Signed \_\_\_\_\_ Headteacher

Date \_\_\_\_\_