


Policy:	Severe weather Policy & Procedures Oct 2018	
Status:	Non-statutory	
Review Date:	3 yearly – Oct 2021 Due: Oct 2024	

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. Following the Severe Weather Guidance from the Local Authority, the following policy and procedure exists for St Botolph's School.

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.

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

In agreement with Iveshead school, there may be occasions when the campus (and therefore our school) opens later to allow staff and children to arrive on the campus safely. Whenever possible, this decision will be made the day before and you will be immediately informed by note/text. When the decision to open later has to be made on the day itself, this will be reported on our website and you will also receive a text message. **Please do not phone the school.** If you don't hear we're closed by website message or text, assume we are open!

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:

- Once the decision to close school has been taken, parents and staff will be informed via our **text service**.
- A **headline message** will also be posted on the School website (www.st-botolphs.leics.sch.uk) and on our **school Facebook page**.
- In addition, the head teacher will **contact BBC Radio Leicester** at the earliest opportunity giving the required information so that the closure of our school can be broadcast.

The Local Authority does not need to be contacted separately, they will obtain information about closed schools from the radio station.

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 annually 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 text and the snowline will come into operation.