

# BYRON COURT PRIMARY SCHOOL

## Procedure for Adverse Weather Conditions

### 1.0 INTRODUCTION

- 1.1 It is the policy of the school to make every effort to remain open whenever possible.
- 1.2 The decision to close the school either before or during the school day will be made by the Head Teacher.
- 1.3 The school will only be closed if one or more of the following conditions apply:
  - 1.3.1 Insufficient staff are able to come in to keep the school running safely.
  - 1.3.2 Conditions on site are dangerous
  - 1.3.3 Conditions are considered to be or are anticipated to later become too hazardous for travel.

### 2.0 CLOSURE PROCEDURE

- 2.1 If the school is to close:
  - 2.1.1 The closure will be recorded and displayed on the Brent Local Authority Website, the School Website: [www.byroncourtschool.co.uk](http://www.byroncourtschool.co.uk) and Schools Open Check: <http://map.lgfl.org.uk/opencheck/> by the Head Teacher.
  - 2.1.2 Parents who have opted into the scheme will be alerted to the closure using the Teachers to Parents service activated by the Executive Head Teacher, the Head of School or the Deputy Headteacher or Office Staff once the closure has been decided by the Executive Headteacher.
  - 2.1.3 The school will make all practicable efforts to keep parents informed as to the situation with the school during adverse weather conditions, as we appreciate that such conditions and the uncertainty places very considerable difficulties upon parents. However parents are expected to check the website and/or make themselves aware of any media broadcasts when it is clear that a closure is a possibility.
    - 2.1.3.1 In the event of the school having to close during the day due to unforeseen worsening weather or similar unforeseen circumstances, parents will be contacted by phone or text either at home or work and asked to collect their child/ren. Such an early release will only be contemplated in very extreme circumstances.
      - 2.1.3.1.1 Parents will be told to collect their children at a specified time.
      - 2.1.3.1.2 Parents will not be allowed access until the specified time, to ensure that pupils are released safely, having been marked out by the class teacher.

### 3.0 ATTENDANCE

- 3.1 The school appreciates that during bad weather children may arrive later than normal; parents should endeavour to contact the school to let them know they are on their way if likely to be delayed.

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- 3.2 The school recognises there will be isolated instances where families are cut off, even where the clear majority of children can get into school. In such instances parents should inform the school of the circumstances of this exceptional situation, as the school has a duty to clarify the circumstances of each case so as to be able to formally authorise the absence to the Local Authority.
- 3.3 Parents acting on the assumption that the school would be closed without gaining confirmation, or failing to inform the school of the circumstances that prevents the child coming into school risks their child being registered as an un-authorised absence.
- 3.4 Where the school is officially closed, all absence is counted as authorised absence.

#### 4.0 PREMISES - SAFETY

- 4.1 In the event of snow some pathways will be cleared and salted.
- 4.2 Parents, children and visitors will be made aware that pathways, even where cleared, do remain dangerous. Children will also be reminded of this in assembly.
- 4.3 Before and after school opening hours parents are responsible for ensuring their children do not slide on the school playground.
- 4.4 In icy conditions the caretaker will salt wide pathways as follows:
  - 4.4.1 from the front gate to the front door
  - 4.4.2 from the front gate to the Junior playground gate
  - 4.4.3 from the front gate to the Infant playground gate
  - 4.4.4 from the Junior gate across the playground to the ground floor access doors
  - 4.4.5 from the Infant playground to the classroom doors
  - 4.4.6 from the ground floor Welfare glass door to the canteen
- 4.5 Where necessary, essential pathways will be maintained as clear as possible throughout the day.
- 4.6 On school days where the school is closed to pupils, the pathway will still be maintained during snow and ice weather on a daily basis by the caretaker, so as to keep the pathways clear and prevent build-up of ice and snow.
- 4.7 During significant adverse weather conditions, the School Hall will be open from 8.30am for parents to bring their children inside.
  - 4.7.1 All parents should enter the school with their child directly by the Junior entrance gate and take them and their child into the hall. Parents may be required to supervise their children in the hall until staff are ready to formally take supervision of the children at 8.40 am.
  - 4.7.2 Parents are asked to leave the school immediately as soon as the staff have taken over.
  - 4.7.3 During adverse weather conditions, the playground may be out of bounds to parents and children at the beginning and end of school, and if the Head

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Teacher decides it necessary, at break times as well.

- 4.8 In the Executive Head Teacher's absence the most senior teacher on site will assume responsibility for making all decisions relating to the Adverse Weather Procedure.

#### **5.0 REVIEW**

- 5.1 This procedure will be reviewed after each adverse weather incident to ensure that the procedures are still effective.