

WHITEWAYS PRIMARY SCHOOL

Adverse Weather School Closure Procedure

The health and safety of staff, pupils and all school users is paramount when making a decision regarding school closure. Consideration should be given to the access to the school site and the minimum number of staff needed to operate the school safely.

- The Headteacher will assess the situation and, in consultation with key members of staff, make the decision regarding school closure or a late start.
- This decision will be communicated to all staff using the emergency contact cascade.
- The Headteacher will send an email to the LA alert address to inform the LA of the decision and this information will be communicated by the LA to the local radio stations.
- A text message will be sent to parents by a clerical officer from their home.
- A notice will be posted on to the homepage of the school website.
www.whitewaysprimary.co.uk
- The Headteacher will monitor the situation and inform staff and pupils of a decision for the following day as early as possible.
- If inclement weather is forecast during a normal school day the weather reports will be monitored. If a decision to close school early is made parents will be contacted to check if there is someone at home or be asked to collect their child

Parents can sign up to the LA alert system via the Sheffield.gov.uk web site by clicking on the "sign up for email alerts" box at the top of the home page and entering their email address.