

OAKWOOD PRIMARY SCHOOL
Severe Weather Policy & Procedure
January 2016

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. Following the Severe Weather Guidance the following policy and procedure exists for Oakwood Primary school.

The decision to close will be made by the head teacher in consultation with the chair of trustees 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. A headline message will also be posted on the School website (www.Oakwoodprimary.co.uk).

In addition, the head teacher will contact three counties radio (95.5 FM or 103.8 FM) and Heart FM (**97.6FM**) at the earliest opportunity giving the required information - see below - so that the closure of our school can be broadcast.

Parents will also be informed via school policy on 'Severe Weather Policy & Procedure' 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. All staff have been given a copy of the action they must take in the event of adverse weather.

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.
- In addition, the head teacher will contact three counties radio (95.5 FM or 103.8 FM) and Heart FM (**97.6FM**) where there will be regular updates on school closures.

Policy review January 2018

Signed _____

