



# TRIMLEY ST. MARTIN

## Snow and Adverse Weather Policy

Approved by:	Full Governing Body	Date: 16.03.23
Last reviewed on:	March 2023	
Next review due by:	Autumn Term 2024	

## **Rationale**

In the event of disruption caused by heavy snow or adverse weather, the prime concern of the school must always be to ensure the safety of our pupils and staff. The decision to close the school will take account of the safety of all our pupils, staff and visitors, some of whom may travel a great distance to school each day. We will always endeavour to open the school in the event of bad weather, as long as it is safe to do so.

## **School attendance**

If the school is open in snow or adverse weather the decision as to whether or not to send a pupil to school, however, must be at the discretion of the parent, taking into account factors such as local road conditions and the availability of child care.

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 they are likely to be delayed. The school recognises that 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. 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.

Staff will always make every reasonable effort to undertake the journey to school. It is appreciated that the journey may take longer than normal and therefore some staff may not be able to arrive before the normal start of the school day. It may be necessary to ask all children to bring packed lunches if the kitchen staff are unable to reach school safely.

## **Communication with Parents/Carers**

In the event of bad weather, parents should check to see if the school is open before travelling to the site. There are a number of ways to confirm whether the school is open or closed. The school will send out a communication to parents via ParentMail with notification of a school closure.

Parents/Carers should also listen for list of school closures on the local radio. BBC Radio Suffolk will have regular bulletins on the day of severe weather.

Once a decision has been made to shut the school, the Local Authority will be notified. They will have a list of school closures on the Suffolk County Council Website:

<https://schoolclosures.suffolk.gov.uk>.

If the school is closed, we will try and make a decision as early as possible and will intend to re-open as soon as we can.

It is important that parents/carers do not attempt to make contact with the school before any decision has been made about closure and wait for a communication to be sent out. This is to ensure that phone lines are kept open for us to liaise with other schools and agencies.

### **School closure during normal working hours**

If, while the school is open, extreme weather develops during the day, we will aim to remain open until the end of the normal school day. However, this is not always possible when the road network becomes increasingly dangerous. In these extreme circumstances, parents will be contacted via ParentMail and asked to collect their children as soon as possible. It is important that parents/carers do not attempt to make contact with the school before any decision has been made about closure and wait for a communication to be sent out. This is to ensure that phone lines are kept open for us to liaise with other schools and agencies.

To ensure the safety of the school community, access to the school site will be on foot through the 2 main playground entrances only to enable staff to ensure that the pathway is clear from snow and safe to navigate.

Under these conditions we will take verbal permission for a child/children to be collected by a nominated adult. We will require all children who are collected to be signed out by a responsible adult.

Normal lessons may be curtailed, and the remaining pupils assembled in groups under the supervision of authorised members of staff to await collection.