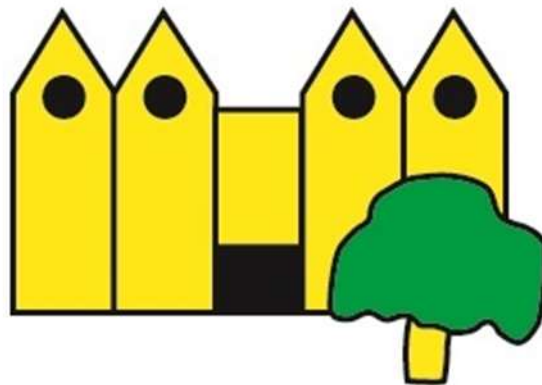


West Oxford Community Primary School



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Adverse Weather Policy

Date; February 2014

Date Reviewed;

West Oxford Community Primary School

Policy for Adverse Weather Conditions

It is the policy of the school to remain open whenever possible.

During severe weather conditions, the school will stay open for as many pupils as possible, whenever it is reasonable to do so.

The Headteacher is responsible for the health and safety of staff, pupils and visitors and will take a sensible and proportionate approach to making a judgement as to whether anyone is at risk of serious injury because of the weather either in school or on their journey to and from school.

The decision to close the school either before or during the school day will be made by the Headteacher (with consultation from the Chair of Governors, wherever possible).

The school will be closed if one or more of the following apply:

- conditions on site are dangerous and potentially hazardous
- conditions on the approaches to the school such as roads, pavements and pathways are unsafe or are considered to be or anticipated to later become too hazardous for journeys, to and from school**
- insufficient staff are able to get to school safely in order to keep the school running safely.
- local weather forecasts adverse weather that will cause one or more of the above later in the day.

If some staff can't get to work, they must inform the Headteacher via text or phone call. If not enough members of staff can get to school in order for the school to run safely, the school may have to:

- bring together groups and classes with teachers and support staff working together
- use other school staff or volunteers to provide cover supervision or oversee alternative activities
- re-arrange the curriculum at short notice

Nursery, reception and KS1 children should normally be taught in groups of 30 or fewer, but having more than 30 in one class due to exceptional temporary circumstances will be considered in order to keep the school open.

Overnight adverse weather conditions affecting the area

If the school is to close the following will be carried out by the Headteacher and Admin support staff as soon as is practicably possible;

1. Headteacher to contact Oxfordshire County Council via the School Closure System, telephone or email and the closure will be recorded on the OCC website
<http://www.oxfordshire.gov.uk/cms/content/school-closures>
2. Headteacher to contact BBC Radio Oxford and Jack FM in order that the closure is broadcast

3. Admin support staff to contact parents via text and email
4. Headteacher to contact staff via text and email
5. Admin support staff to post the closure on school website
6. In addition, social media such as Friends Facebook and Twitter may be used
 - If possible a notice posted on the front gate(parents are discouraged from phoning the school to avoid lines being jammed by incoming calls)

The school will make all practicable efforts to keep parents informed as to the latest developments at school during adverse weather conditions. The school appreciates that uncertainty as to whether the school will be open places considerable pressure and difficulties upon parents, especially when short notice is given. However, parents are expected to check the OCC website and be aware of the radio broadcasts when a closure may be likely to happen.

The school appreciates that during bad weather children may arrive later than usual; parents should wherever possible let the school know if they are delayed.

The school recognises that there will be some isolated instances when families are cut-off when the majority of children are able to get into school. In these instances parents should let the school know of the circumstances so that the school is able to clarify each case and so formally authorise the absence from school.

Parents acting on the assumption that the school is closed, without gaining confirmation via the information above, or failing to inform the school of the circumstances that prevents the child from coming to school risk their child being registered as having an unauthorised absence.

If the school is officially closed by the Headteacher, all absence is counted as authorised absence.

Daytime adverse weather conditions affecting the area

A decision will be based on the risks involved to children, staff and families travelling home.

In the event of the school having to close during the day due to unforeseen adverse weather or similar unforeseen events, parents will be contacted via text and email and will be asked to collect their children. If it is not possible for a parent to collect their child they must make alternative arrangements. If they are to be collected by another parent, friend or relative the parent must inform the school of the identity of the person collecting their child.

The Headteacher may make the decision for some members of staff to leave early if they live in areas where the weather is worsening or their journey will be potentially hazardous later in the day.

Delegating Responsibility

In the Headteacher's absence the Assistant Headteacher or most senior member of staff in school at the time will assume responsibility for making all decisions relating to the Adverse Weather Policy.

** This judgement will be influenced by the advice given to the school by any of the following agencies; OCC Schools Organisation and Planning, OCC Highways and Flood Management Teams, Oxfordshire Fire and Rescue, The Met Office, The Environment Agency, The Highways Agency, Thames Valley Police.