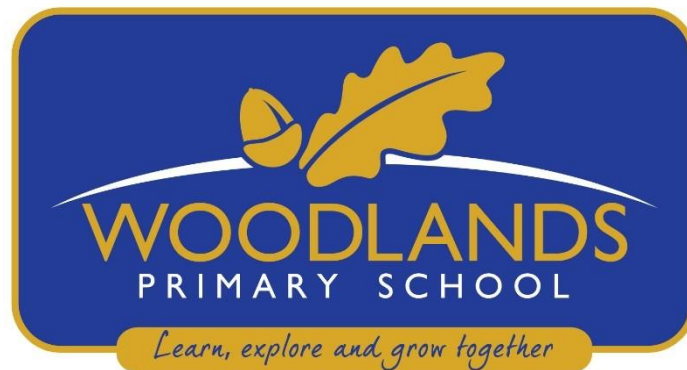


Woodlands Primary School

Adverse Weather Conditions Policy



Written by	Claire Gillick
Ratified by Governors	January 2023
Date for Review	January 2024
Signed – Chair of Governors	
Signed – Headteacher	
Is this an internal policy or external policy?	External
Is this based on a model policy?	Yes

This policy has been impact assessed by Vicki Lonie in order to ensure that it does not have an adverse effect on race, gender or disability equality

Adverse Weather Conditions Policy

Introduction

The school will make every effort to remain open whenever possible.

The decision to close the school will be made by the Head Teacher. The school will only be closed if one or more of the following conditions apply.

1. Insufficient staff are able to come in to keep the school running safely.
2. Conditions on site are dangerous.
3. Conditions are considered to be or are anticipated to later become too hazardous to travel.

In the Event of Heavy Snow Before the School Day Starts

Parents

When school closure is a possibility, parents should find out whether the school is open by:-

- Checking the School's Website www.woodlands.kent.sch.uk to see if the school is closed.
- Checking their mobile phone for a Parentmail message.

If it is decided that the school will open, but the road conditions are difficult, parents should ring the school to advise that they are likely to be late.

If parents assume that the school is closed, but it is actually open, the absence will be recorded as unauthorised.

The School

DHT take action whenever freezing temperatures are forecast, monitor the following sites:

- BBC Weather <http://www.bbc.co.uk/weather>
- Met office <http://www.metoffice.gov.uk>

The Head Teacher will decide whether the school will open taking into account the conditions at the school and the ability of staff travelling to school.

If the Head Teacher decides the school will close, we will update the School's website accordingly and send a Parentmail to staff and parents advising them of the closure.

It is important for Parents to visit the school website in case Parentmail is slow due to the number of schools sending messages.

The school fully appreciates that in bad weather children may arrive later than usual.

If there are adverse weather conditions in the morning the Head Teacher can allow parents to bring their children into the main hall to wait for school to begin at 8.50am. Whilst waiting in the hall all parents must supervise their own children.

School Staff

DHT to monitor weather reports and reduce movement of pupils / staff around the site.

The expectation is that staff will make every effort to attend school during severe snow and ice except in the most extreme cases where they can demonstrate a high degree of risk or by virtue of distance of terrain and absence of transport that it is simply not possible for them to attend. Information about planned gritting routes can be found, <https://www.kent.gov.uk/roads-and-travel/what-we-look-after/winter-service/road-salting-and-snow-clearance>

If possible, consider arranging for staff to accommodate each other locally in severe conditions if returning home is impossible.

Site staff

Regularly check weather forecasts

If snow/ ice is predicted grit designated areas below, consider leaving the heating on a low setting overnight, close blinds and curtains to retain heat.

Ensure doors are closed between areas of differing temperatures.

To enable proper circulation of warm air, ensuring radiators are clear of any obstruction.

Gritting designated areas, the night before

- Main drive on Hunt Road
- All pathways
- Slope in car park

Clear snow and ice in designated areas upon arriving at school, identify access specific routes and restrict movement to those routes.

Temporary closure of designated areas until cleared. Such areas should be clearly marked e.g. signage, tape and or cones, divert staff, parents and pupils to less slippery walkways. Staff to assist on gates to direct parents/ carers and pupils.

Ensure access points into the school buildings have means for staff/ pupils to wipe off water, snow or ice from their shoes.

Ensure stocks of salt/grit/ sand are adequate for the time of year and foreseeable weather.

Ensure equipment provided to clear snow and ice is maintained in a satisfactory condition

Exceptional Circumstances

The School recognises that there may be cases where families are “cut off” due to particular difficulties in the area in which they live.

In such cases parents should advise the Head Teacher of their particular circumstances so the register can be marked accordingly.

In the event of heavy snowfall during the school day

If there is heavy, snowfall during the school day, the Head Teacher will decide whether it is necessary to close the school.

The Office will contact parents and ask that they pick their child/children up from school as soon as possible.

The Staff that live furthest from the school will be permitted to leave at the earliest opportunity.

A skeleton staff will remain in school until all of the children have been collected.

If a parent rings requesting they pick their child up early due to the weather, and the decision has not been made to close the school, these requests will be considered on an individual basis by the Head Teacher.

Wet Morning Breaks

The Head Teacher will decide if the weather is bad enough for a ‘wet’ break.

If a wet break is declared, no children must be left unsupervised. One member of staff (Teacher or Teaching Assistant) should remain in the classroom to supervise break with all children remaining in their own classes.

Members of staff who stay in the classroom during the ‘wet break can take a break once lessons have resumed.

Wet Lunchtimes

The Head Teacher will decide if the weather is bad enough for a ‘wet’ lunchtime.

If a ‘wet’ lunchtime is declared, the Teaching Assistants will supervise the children with the support of other school staff. No children must be left unsupervised.

Re-Opening

Change status back when the school opens again.

If you cannot get online on the morning of severe snow/ice, you can call your Area Education Officer (AEO) or Area Schools Organisation Officer (ASOO) and they will note the necessary details and complete the online information for you. Their contact details are below:

Marisa White	Area Education Officer for East Kent Canterbury, Swale and Thanet	03000 418794	07834 841560
Lorraine Medwin	Area Schools Organisation Officer, East Kent	03000 422660	

Aimee Lloyd	PA to Marisa White	03000 416143	
Ian Watts	Area Education Officer for North Kent Dartford, Sevenoaks & Gravesham	03000 414302	07919 212062
David Hart	Area Schools Organisation Officer, North Kent	03000 410195	
Ann Drury	PA to Ian Watts	03000 410157	
David Adams	Area Education Officer for South Kent Dover, Ashford and Folkestone & Hythe	03000 441989	07740184848
Debbie Sales	Area Schools Organisation Officer, South Kent	03000 419328	
Julie Hawkins	PA to Lee Round	03000 410199	
Nick Abrahams	Area Education Officer for West Kent Maidstone, Tonbridge & Malling and Tunbridge Wells	03000 410058	07967 467106
Paul Wilson	Area Schools Organisation Officer, West Kent	03000 415650	
Emma O'Connor	PA to Nick Abrahams	03000 417147	

Appendix 1 Useful Websites

Appendix 2 Risk Assessment

Appendix 3 Severe Weather Checklist

Appendix 4 Severe Weather Staff Availability

Appendix 1: Useful Websites

Kent County Council Highways	School closures, gritting routes	http://www.kent.gov.uk/winter
Kent Health and Safety Unit	All aspects of H & S, including Event Safety, First Aid and Lone Working	https://www.kelsi.org.uk/school-management/health-and-safety
Health and Safety Executive	Risk assessment/management	http://www.hse.gov.uk/risk/index.htm
Highways Agency	Conditions on motorways and trunk roads	https://www.trafficengland.com
AA Road Traffic Advice	Traffic on Kent Roads	http://www.theaa.com/traffic-news/index.jsp
RAC Road Traffic	Traffic on Kent Roads	https://www.rac.co.uk/route-planner/traffic-news
Bus routes	Arriva	https://www.arrivabus.co.uk/kent-and-surrey/updates
Bus Routes	Stagecoach	https://www.stagecoachbus.com/regional-service-updates/south-east
Bus Routes	Go Coach	http://www.go-coach.co.uk
Bus Routes	Chalkwell	https://chalkwell.co.uk/bus-services
Bus Routes	Nu Venture	http://www.nu-venture.co.uk
Bus Routes	RedRoute	http://www.redroutebuses.co.uk/news
Bus Routes	Kent Coach Tours	https://kentcoachtours.co.uk/bus-services
Bus Routes	1st Bus	https://www.1stbusstop.co.uk/routes

Appendix 2: Risk Assessment Template for Snow and Ice

This assessment should be carried out:

- Before any bad weather arrives - make sure identified control measures are implemented; refer to your action plan at end
- At the time of the emergency - consider and complete last header column
- After the event - does the risk assessment need to be reviewed?

	Are the following control measures in place?	State what risks are involved and the consequence of the risk	State which control measures are in place to reduce the risk	Are the controls in place? (Pre-Planning)		Are the controls in place? (On the day)	
				Yes	No	Yes	No
1	Is there enough salt/grit available on site to keep a clear path for safe access and egress around the school site?	Slip/Trip of pupils, staff, 3rd party visitors, causing a falling injury.	Maintain stocks of salt/grit. <ul style="list-style-type: none"> • Main drive on Hunt Road • All pathways • Slope in car park DHT to reduce the movement of people around the premises. Site Identify access specific routes and restrict movement to those routes.				
2	Is there an acceptable ratio of staff to pupils* to attain adequate supervision?	Staff not being able to attend school, leaving pupils without adequate supervision.	At least one member of staff in each classroom. Consideration would need to be given to those pupils requiring additional support. Inform staff to listen to Road Safety (AA) http://www.theaa.com/traffic-news/index.jsp to see if the roads are safe to travel on. Remember: travelling to school is considered 'essential travel'. All staff to report to DHT by 6.45am if unable to travel to work.				

3	Are there procedures in place for heating failure?	Unable to sufficiently heat school to the recommended minimum working temperature, causing staff and pupils to suffer from the cold.	Contact Property Service Desk to have emergency heaters delivered. Consider only using the parts of the school that has heating. Keep doors, curtains and blinds closed during the night to retain the heat.				
4	In the event of a closure, has it been identified which pupils are safe to be sent home?	Pupils unable to get into their homes, left stranded.	Identify which pupils have alternative arrangements if they were to be sent home. Consider if enough staff can stay on site to supervise the pupils unable to return home, and that those staff will be able to get home at a later time.				
5	Will the school have adequate hygiene facilities?	Staff and pupils are unable to wash their hands, flush the toilets, or have access to drinking water.	Ensure that there is anti-bacterial wash on site. Reserve supplies of bottled water. Consider if all toilets are operational or whether alternative toilets can be used.				

All actions, where possible, should be completed before the bad weather arrives.

Pre-planned control measures that are not in place:	Actions to be taken:	By Who:	Date Completed:
What are the contact details for Property Service Desk	Contact H&S team	CG	a.s.a.p.
Which pupils would need alternative arrangements	Review registers to determine the list of children	HG/RTB/JS	a.s.a.p.
Members of staff to supervisor children unable to get home	List of staff	VL/ SLT	
Do we have enough bacterial hand wash / bottled water	Review supply	CG/ Site	
Alternative toilets to be considered if non operational	Plan use of alternative toilets	CG/VL	
Road patrol officer unavailable to attend school	Names of staff to supervise children across the roads	VL/ SLT	

Completed By:	Position:
Signed:	Date of completion of risk assessment:

Review dates:	Signature:
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Signature of Head teacher:

Date:

Signature of Chair of Governors:

Date:

Appendix 3: Severe Weather Checklist

Action	Time	Responsibility	Contact	Done?
Make closure decision by 7am	6.00am	Vicki / Mark	Vicki: 07722 200121 Mark: 07954 170299	
Call Terry/Claire Call Helen	7.00am	Mark	Terry: 07384 281869 Claire: 07912 847667 Helen: 07793 678551	
Website Announcement	7.30am	Helen	Helen: 07793 678551	
Radio Announcements	7.30am	Helen	www.kentclosures.co.uk (Kirman18)	
ParentMail to Staff and Parents	7.30am	Helen	Helen: 07793 678551	
Ring Rainbow Breakfast/After School Club	7.30am	Claire	Denise: 07717 214041 or 01732 454827	
Ring Contract Dining Company	7.30am	Claire	Julia Dommett: 07914 834765	
Ring Known Visitors - for example: <ul style="list-style-type: none"> • Premier Sport • Music Teachers • Hall Lettings 	a.s.a.p.	Claire	Sharepoint, Finance, Budet22/23, Lettings	
Check Calendar and cancel appointments	a.s.a.p.	Helen		
Ring Cleaning team	a.s.a.p.	Terry	Seeclear – Nicola ?	
Ring Area Education Officer (Nick Abrahams)	a.s.a.p.	Mark	03000 410058	
Ring Co Chair of Governors Alan / Lark	a.s.a.p.	Mark	07775 991207 07980 290409	

KENT EMERGENCY CONTACT 0845 824 7247

Appendix 4: Severe Weather Staff Availability

TEACHERS

Key Stage 1	Key Stage 2
Vicki Lonie	Marianne Anacleto
Abbie Blackman	Mark Burns
Sue Buxton	Karen Corbett
Emma Challis	Kelly Duffin
Julia Howe	Michelle Hicks
Josie Hughes	Lynn Joyce
Maddie Nagel	Louise Cameron
Julie Newble	Jess Castle
Elaine Rusling	Lucy Lang
Louise Stokes	Samantha Morey
Gemma Gould	Libby Newsome
	Vicky Timms

TEACHING ASSISTANTS

Key Stage 1	Key Stage 2
Keziah Brooks	Annie Basson
Chloe Diprose	Catherine Allan
Chloe Glasscoe	Rosalie Alemayehu-Lambert
Charli Stockdale	Caren Broad
Danielle Luff	Diane Smith
Carly Mannering	Toni Stevens
Kirsty Mayhook	Amy Sutherland
Louise Mitchell	Sonia Spurle
Samantha Shilling	Faye Dew

	Cris Dickinson Bryony Hill Kerrina Leach Julia Thompson
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ADMIN TEAM

Key Stage 1	Key Stage 2
Helen Wilson	Claire Gillick
Vicky Newman	Kellie Tait

PREMISES STAFF

Terry Revell	Ian Couldridge
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Document History	
Date	Summary of changes
20/01/23	New Policy – KCC model policy