

ADVERSE WEATHER PROCEDURE



Approved by	Karen McCurdy Governors	Date: December 2022 Amended December 24
Last review	December 2023	
Next review	December 2024	

Adverse Weather Procedure

It is the aim of the school to make every effort to remain open whenever possible.

The decision to close the school either before or during the school day will be made by the Headteacher. 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 for travel.

What happens if the weather deteriorates during the day:

The school will only close in the event of severe weather. The decision will be made by the Headteacher, based on ensuring the Health and Safety of students and staff.

- If a decision to close the school is made, it will be posted on the school website, and parents will be advised via Class Dojo and/or email. Parents should ensure that the school has up to date mobile phone numbers and email addresses.
- Students will be collected from their classroom in school. Teaching staff will be asked to help supervise students whilst they are present.
- School will be kept open and appropriately staffed until the last student has left the building. It is advised that staff who would have the most difficult journeys home be allowed to leave as soon as possible.
- Please note that staff are **not** permitted to give lifts to students.
- In the event of a lengthy closure (more than two days) teaching staff will be advised to upload work for students onto Class Dojo as soon as practically possible.

The closure will be announced via the following methods:

Announcement	Staff member responsible	Second staff member (in the event of absence)
To Derbyshire County Council by email (see Appendix 2)	Karen McCurdy	Ellie Bryan
Peak Sounds Radio by email (see Appendix 3)	Karen McCurdy	Ellie Bryan
Chair of Governors	Karen McCurdy	Ellie Bryan
Website announcement	Karen McCurdy	Ellie Bryan

Parents will be advised to check the school website or Class Dojo for updated news regarding subsequent days.

Severe Weather Overnight:

- Any decision to close the school to students will be made as early as possible.
- Alternatively, a decision may be made to delay the opening of the school to provide sufficient time for routes to be gritted or cleared.
- If a decision to close the school or delay opening is made this will be communicated to parents, carers and staff as per the table below.
- Student absences during 'official' closures will be marked as authorised.
- Where possible, there will be a skeleton staff manning the telephones and to be on hand should a student not get the message and arrive at school.
- Where a decision to close the school to students is made, staff should endeavour to make their way into school if it is safe to do so. Only when the Headteacher makes the decision that school is closed to both staff and students should they not attempt to come in. This will be advised in any messages to staff.
- 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 risk their child's absence being registered as an unauthorised absence.

Procedure for assessing conditions on site:

The first person normally on site will be the Caretaker with responsibility for opening up. Where snow has fallen overnight, or other adverse weather prevails, and conditions are considered to be particularly dangerous, they should contact the Head of School immediately.

If the Caretaker is unable to reach the site, they must inform the Headteacher as soon as possible.

The Headteacher will make every effort to make contact with a school neighbour (Mr and Mrs Cantrell) to evaluate the conditions. This will provide an appraisal of the conditions shared with the Headteacher. They may recommend that the school is closed due to a clear, obvious and immediate danger to either students or staff, but a decision would be made by the Headteacher before taking any further action.

In addition, where appropriate;

- All staff will be contacted to attend school as early as possible to attempt to make the site safe.
- In the event of snow and ice, the caretaker will set about clearing the priority routes first. The priority routes are the footpaths around the school which allow access to most parts of the building. Priority routes to clear and grit for the caretaker will be the footpaths around the site, the route to Lower Hague and outside fire exits.
- Once the priority routes have been cleared and gritted, secondary routes will be treated. Subsequently, the pavements outside of the school grounds will be cleared and gritted, where staffing allows.

Once closure or a delayed opening is confirmed, the following action is to be undertaken:

Announcement	Staff member responsible	Second staff member (in the event of absence)
Place notice on school website	Karen McCurdy	Libby Ross
Advise parents and carers via text message and email	Karen McCurdy	Ellie Bryan/Libby Ross
Advise staff via text message and email	Karen McCurdy	Ellie Bryan/Libby Ross
Advise Chair of Governors	Karen McCurdy	Ellie Bryan/Libby Ross

The Headteacher will be responsible for ensuring that the various media are kept informed of developments and proposed re-opening of the school.

In the absence of any notification, all staff should check the various websites and social media. Where the school is not 'officially' closed, all staff should make every effort to get into work. Staff who, despite their best efforts, are unable to get to work should ring the Headteacher as soon as possible.

Where the school remains open, but conditions are particularly poor, it is the responsibility of the Headteacher to identify the extent of absenteeism, and review the safeguarding implications of running the school with reduced staffing. At this point, a decision to close may be appropriate, and the process above is initiated.

Remote Education

If a decision is taken to close school for a more than two full days, staff should upload work/activities onto Class Dojo.

If the school remains closed, work/activities will be uploaded on to Class Dojo.

Work should include a variety of activities including powerpoints, White Rose Maths videos, Oak Academy lessons.

General winter precautions when not closing the school:

There is a statutory duty under the Health and Safety at Work Act 1974 to ensure safe access and egress routes to, from and around the premises for staff, students, service users and visitors. The school will take the following precautions in order to help meet this duty:

- Ensure there is a suitable risk assessment in place including a plan for the clearing/gritting of access and egress routes.
- Ensure there is a suitable supply of grit/salt on the premises to deal with icy/snowy weather.
- Access to unsafe routes/areas that have not been cleared/gritted will be prevented via barriers and signs and gates locked where possible.
- Ensure that all users of the school are made aware of the designated cleared/gritted routes. This will be via messages on Class Dojo (parents) and appropriate signs and barriers on the school site.
- Staff should wear appropriate footwear during icy/snowy conditions.
- The Headteacher will determine which areas are accessible for during break and lunch times and access will be restricted as above.
- If the temperature remains at or below freezing, routes will be checked periodically throughout the day and re-gritted as necessary.
- Adequate matting will be in place at all entrances and regular cleaning/mopping will take place to reduce the risk of wet floors within the building.

Appendix 1 – Guidance for Parents and Carers

Advice to Parents and Carers

Please note in the event of severe weather that may affect the school's normal opening hours, the following procedures will be put in place:

What happens if the weather deteriorates during the day:

- The school will only close in the event of severe weather. The decision will be made by the Headteacher, based on ensuring the Health and Safety of students and staff.
- If a decision to close the school is made, it will be posted on the school website and Class Dojo and parents will be advised via Dojo message/email. Parents should ensure that the school has up-to-date mobile phone numbers and email addresses.
- School will be kept open and appropriately staffed until the last student has left the building.
- Please note that staff are **not** permitted to give lifts to students.
- If there is an extended closure of more than two days, work is uploaded to Class Dojo as a matter of course; students should make reasonable efforts to complete work remotely, once they have been sent home. This will depend on the time of day of the school closure.
- Work may include pre-recorded lessons, PowerPoint presentations, Oak Academy lessons

Severe Weather Overnight:

- Any decision to close the school, or to delay the opening of the school, will be made as early as possible.
- If a decision to close the school is made, it will be posted on the school website and Class Dojo, and parents will be advised via dojo message and email. Parents should ensure that the school has up to date mobile phone numbers and email addresses.
- The school will also advise High Peak Radio and Derbyshire County Council of the closure.
- Where possible, there will be a skeleton staff manning the telephones and to be on hand should a student not get the message and arrive at school. Where this is not possible an answer phone message will be left on the main switchboard.
- Student absences during 'official' closures will be marked as authorised.
- Work will be uploaded onto Class Dojo for students as soon as practically possible, taking into consideration the logistical difficulties staff may have had in attempting to journey to school.

How you can help:

- Relay the message to anyone you know who may not be able to be contacted by the school
- Where possible, keep regular checks on the school website and Class Dojo as well as the Derbyshire County Council school closure site and Peak Sounds Radio;
 - o www.haguebarprimaryschool.co.uk
 - o www.derbyshire.gov.uk/schoolclosures

Ensure that school has your up to date mobile phone number and email address.

- If your own circumstances dictate that your child is unable to make it into school due to adverse weather conditions, please advise the school immediately via telephone.
- 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, risk their child's absence being registered as an unauthorised absence.

Appendix 2 – Email Advice to DCC

School Closures

Derbyshire County Council is implementing a new system to make it as easy as possible for you to tell the people it affects if your school has to close for the day.

The new system will cut down the amount of time you spend on the phone to radio stations. An email to Derbyshire County Council will trigger a process through which a list of schools which are closed will be published on our website. The media, including radio stations, will also be alerted.

These instructions provide a step-by-step guide to using the new system.

Problems or questions

If you have any problems using our system or you have any questions or suggestions, please email econtent@derbyshire.gov.uk.

1. Sending a closure notification

To send Derbyshire County Council a notification that your school is closed, follow the steps below.

It is very important that you follow these instructions exactly so that details of your closure will be displayed correctly on Derbyshire County Council's website and passed on to radio stations, other media and subscribers to our email service.

The information you send us is only valid on the day it is submitted. You cannot submit closure notices in advance of the day your school is closed. If your school is closed for more than one day, you will need to submit a new closure email each day.

Only send one email, from one of your authorised email addresses, so the notification is not duplicated on our website.

Start a new email and add the following information

To	send-UKDCC.UKDCC_3078@request.govdelivery.com	This is an unusual email address, but it is very important that you enter it exactly as shown
Subject	Your school's name Hague Bar Primary School	Please do not include anything else apart from the name of your school in the email subject
Message	Include details of the closure here, e.g. School closed due to bad weather. END OF MESSAGE	Please do not include links to other websites or email addresses and keep it brief, preferably no longer than 30 words. At the end of your message, please include the words END OF MESSAGE. This must be in capital letters. Finally, remove any signatures or

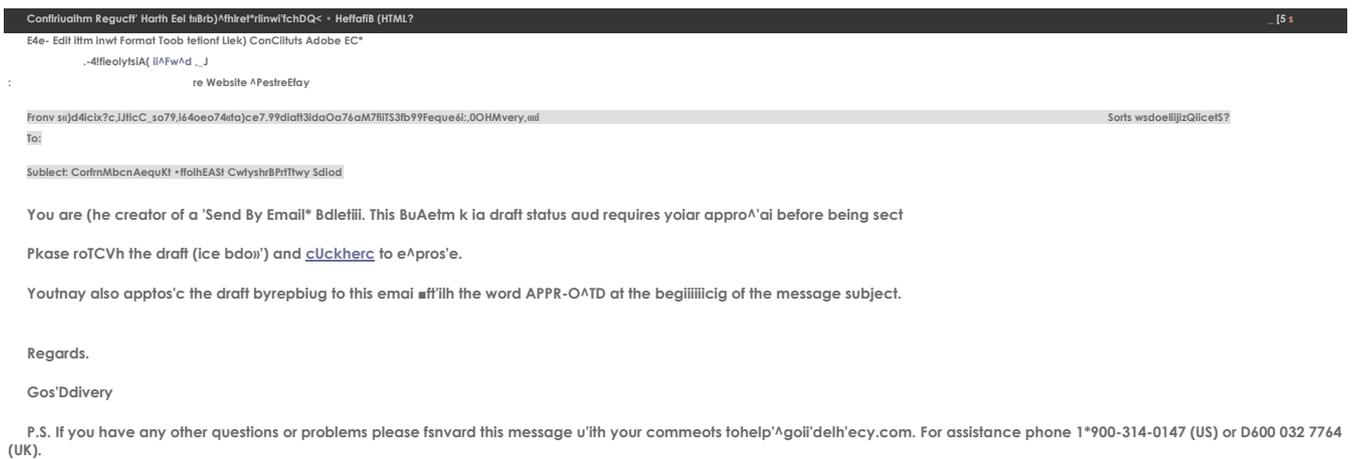
Send your email

Send your email in the usual way.

Confirm your notification

You will receive a confirmation request email from GovDelivery within a few moments of sending your email. GovDelivery is the name of the company that provides this service on behalf of Derbyshire County Council. This confirmation request is sent for security reasons to verify that the notification is a genuine one, and was made by you. Please follow the instructions in the email and click on the link as requested.

This email will look similar to the one below.



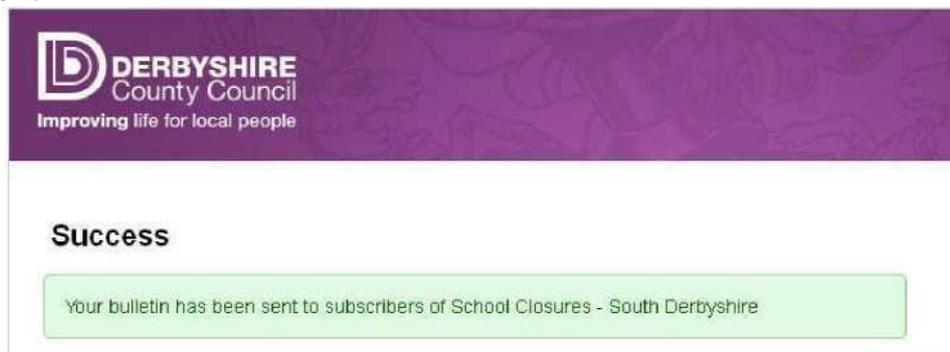
If you don't receive this confirmation request email within a few minutes:

- Check your 'spam' or 'junk' folders to make sure the email has not been delivered there
- Double check that you sent the email from one of the authorised email addresses for your school. The system will not accept any requests from email addresses that have not been registered with us as part of setting up this new system.

Contact econtent@derbyshire.gov.uk if you are still having problems.

Confirmation

When you have clicked on the link in the confirmation request email, you will then be taken to a confirmation page to show that your notification was successful. This confirmation message will look similar to the one below.



Sending updated information

You can send as many updates as you need to throughout the day your school is closed. Just repeat the steps above if your school's situation changes.

The information you send us is only valid on the day it is submitted. You cannot submit closure notices in advance of the day your school is closed. If your school is closed for more than one day, you will need to submit a new closure email each day.

At the end of each school day, we will clear the system and remove all closures notices.

2. What happens next?

Once we have received your email confirmation, we will publish your school closure information immediately on our website. It will be published first on the webpage which lists schools that are closed in your district, eg www.derbyshire.gov.uk/education/schools_colleges/school_closures/highpeak/

A few moments later, we will publish it on the web page which lists all schools in Derbyshire which are closed: www.derbyshire.gov.uk/schoolclosures.

The information will then be emailed to anyone who has signed up to Derbyshire County Council's email service and has requested alerts about school closures. At busy times when many schools are closed, such as during bad weather, we will regularly email subscribers a summary of all schools which are closed.

We will also publish this information through our social media channels and Mobile Derbyshire, a version of our website optimised for use on smart phones.

Additionally, we have asked the media such as local radio stations to use our RSS feed to publish the information directly to their own websites. Radio stations can then broadcast this – and you do not have to make a separate phone call to inform them.

You may also wish to publish closure information through your own channels such as your school website, social media or text messaging service.

3. Adding and removing email addresses

The current authorised email addresses used to notify school closures are;

- Karen.mccurdy@haguebar.derbyshire.sch.uk
- Ellie.bryan@haguebar.derbyshire.sch.uk
- info@haguebar.derbyshire.sch.uk

Only one email should be sent to inform of closures to ensure that notification is not duplicated.

To request additional authorised email addresses for your school, email econtent@derbyshire.gov.uk with the following information:

- The full name of your school
- Your DFE number
- The extra email address(es) you would like to register.

Removing addresses

To remove an email address, eg if a member of staff leaves, email econtent@derbyshire.gov.uk with the following information:

- The full name of your school
- Your DFE number
- The email address(es) you would like removed.

We will then no longer accept school closure information from this email address.

Appendix 3 – Email Information to Peak Sounds Radio

Peak Sounds Radio broadcasts to the High Peak from studios in Buxton and has taken the place of High Peak Radio. The station tends not to receive feeds from DCC so if a message is to be given out on air, this will need to be done as a separate action.

Once the decision to close the school has been made, the radio station, once notified, will broadcast the closure notice. An email should be sent to info@peaksoundradio.co.uk detailing the information to be given out with a 'cc' to pauljenner@jhmp.co.uk

The agreed password should be at the start of the communication.

Emails will be picked up from 7am onwards.