

# Shelton Junior School



## Severe Weather Policy

<b>Headteacher Approval</b>  <b>Name:</b> Mr Jon Bacon <b>Date:</b> 25/11/2021	<b>Governor Approval</b>  <b>Name:</b> Ms K Phillips <b>Date:</b> 25/11/2021	<b>Shelton Junior School</b> <i>Severe Weather Policy</i>  Last Reviewed: Nov 2021 Review date: Nov 2022
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## Rationale

At Shelton Junior School the health, safety and well-being of children and staff are paramount. This policy and procedure has been written to ensure that communication systems are robust and effective in relaying information to parents/carers as quickly as possible.

The decision to close the school 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 to travel.
4. Advice from the Police or Local Authority is that the school should remain closed.

If the conditions are unacceptable or dangerous for pupils, then the same considerations apply to staff. If the school is closed, staff will use the time to undertake appropriate work-related activities at home.

## Implementation of Policy

At Shelton Junior School we will implement the following procedures in the event of severe weather:

- The headteacher will liaise with the Site Manager at 6:30am and the Infant headteacher and make a decision as to whether to open by 7am.
- The headteacher will need to assess the staff-to-pupil ratio to ensure that the school is able to operate safely. It may be that they will need to advise that some groups of pupils remain at home.
- If the school is open as usual, staff should make all reasonable efforts to get into work. This means assessing the availability of public transport, or if they normally drive to work and are unable to do so, considering the feasibility of walking to work if they live relatively close and are fit and able to do so.
- Members of staff who arrive at work will be asked to stay to assist with the communication to parents/carers. Staff may return home once all children have been collected safely and the premises have been secured and closed.
- The Chair of Governors will be informed of the decision by email.
- The Local authority will be informed by e-mailing [Press.Office@derby.gov.uk](mailto:Press.Office@derby.gov.uk) and [jayne.hadfield@derby.gov.uk](mailto:jayne.hadfield@derby.gov.uk).
- Parents will be informed as early as possible and information will be communicated via the following mediums:
  - Email – Teachers2Parents system
  - ClassDojo – Whole school post
  - Website – Front page of [www.sheltonj.derby.sch.uk](http://www.sheltonj.derby.sch.uk)
  - Radio Stations – Radio Derby (see [appendix A](#))

If parents assume that the school is closed, but it is actually open, the absence will be recorded as unauthorised unless the Headteacher is satisfied that there are exceptional circumstances.

## **Severe Weather During Session**

In the event of severe weather during a session Shelton Junior School will implement the following procedures:

- The Headteacher will make a decision as to whether Shelton Junior School should close and send children home. This decision will be based on health and safety issues, weather forecasts and the safety of children travelling home.
- If the decision is made to close, parents/carers will be contacted by email to arrange to collect their children.
- Staff will remain until all children have left the premises. Staff who have the furthest to travel will be released first.

## **Disability Equality Impact Assessment**

Any assessment will include consideration of issues identified by the involvement of disabled children, staff and parents and any information the school holds on disabled children, staff and parents.

Any questions or concerns regarding this policy should be made to the headteacher.

# Appendix A

## Informing local BBC Radio Derby Snowline

School will send an email to: [radio.derby@bbc.co.uk](mailto:radio.derby@bbc.co.uk)

Please bear in mind the following points:

- In the SUBJECT LINE type: "School closure - (name of your school) - BBC SNOWMAN"
- In the body of your email confirm that your school is closed, or the details of changes to normal opening (i.e. children being sent home early etc). Also include your DFES number, the name of the school's head teacher, the name of the person sending the email - and your contact phone number. (This is so we can check or ask for extra information if required).
- Emails we receive containing 'BBC SNOWMAN' and the other information required (mentioned above) will be given priority.
- Please do not use any other email addresses for school closure news.
- Do not give the code words to anyone else and please note that it is not valid for any other media organisation - only for BBC Derby.
- The code word will be changed periodically, which will be advised via the LEA.