



St. Mark's CE Primary School

Inclement Weather and/or Emergency Closure of School Plan

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INTRODUCTION

The purpose of the document is to:

- Ensure the safety and wellbeing of all pupils and employees should a school have to deal with severe, inclement weather; and
- Ensure that all employees and parents are clear about their roles and responsibilities in the event of severe weather or school closures.

Inclement weather can be defined as snow, ice, and fog, which render journeys extremely hazardous.

Extremely hazardous includes those conditions in which the appropriate authorities advise people not to make unnecessary journeys or indeed travel at all.

The decision to close a school unexpectedly is not taken lightly; it is a decision which will be made by the school (Head Teacher). In all cases we will seek to avoid a school closure unless it is absolutely necessary.

The School aim is to maintain a service to parents and pupils for as long as is reasonably practical. However the interest and safety of children and staff are paramount under these circumstances.

PROCEDURES

Once the decision to close the school has been made the Head Teacher will:

- Inform The Asset Development Team, Childrens Services, Telephone 0161 778 0447 or email paula.eflynn@salford.gov.uk of the closure.
- The Chair of Governors will be notified.
- Update the city council school closure website. The website can be viewed by parents/carers by visiting: http://www.salford.gov.uk/school_closures.htm
- Parents will be informed by SMS text message of the closure, if possible by 7.30 am.
- Staff will also be informed by SMS text message of the closure, if possible by 7.30 am.
- The school answer phone will have an information message recorded on it (0161 790 3423).
- The school website will display an information message on the ticker to be found at <http://www.stmarksce.co.uk>

- The school closure will be posted on the following local radio stations:

Key 103
Capital Radio
BBC Manchester

- If the closure lasts longer than 1 day, further text messages will be sent to parents and staff and the school answer phone and web site will be updated if possible.
- Staff will be updated by text message daily
- A return to school will be notified to parents and staff by text message and the school answer phone message and web site will be updated.

RESPONSIBILITIES

PARENTS

- Keep school informed of any changes in mobile telephone numbers
- Check mobile phone for messages, and relevant web sites

STAFF

- Keep school informed of any changes in mobile telephone numbers
- Check mobile phone for messages, and relevant web sites

HEAD TEACHER

- To keep the Local Authority full informed
- To keep Parents and Staff full informed
- To keep the Chair of Governors informed

FULL OR PARTIAL RE-OPENING

RESPONSIBILITIES

HEAD TEACHER

- Risk Assessment carried out to ascertain whether it is safe for staff and pupils to return to school which would include:

Heating system working
Ensure pathways have been prioritised and cleared
Risk of slipping on floors inside school
Staffing levels

- Identify which members staff live close enough to the school and should be able to make it in.
- Identify/prioritise which classes/year groups you will be to keep operational if a full return is not possible.
- Consider the possibility of opening later and closing earlier.
- Consider advising staff/pupils to wear sensible clothing and footwear – include on messages on answer phone and website.

SITE MANAGER

- Check heating system regularly.
- Check stocks of rock salt.
- Check that matting located in entrance areas is suitable and in good condition to minimise the risk of slipping.
- Ensure you have suitable equipment to clear away snow/ice to create safe pathways in and out of the school building.
- Ensure that these pathways are maintained.