

WEXHAM COURT PRIMARY SCHOOL

Snow and Bad Weather Policy

2021-2026



Date Approved: Autumn 2021

Date for Review: Autumn 2026

Responsibility: Head Teacher

WEXHAM COURT PRIMARY SCHOOL

SNOW AND BAD WEATHER POLICY

This policy outlines the procedures the school will follow should there be a concern around severe weather in the local area.

The school is mindful that parents and carers may be inconvenienced should the school close, certainly it is very difficult for key workers, such as emergency service staff to take time off work. Therefore when making a decision to close the school due to severe weather, the school aim to make every effort to remain open in the event of bad weather, as long as it is safe to do so.

Staff Responsibilities

In adverse weather conditions staff are expected to make all reasonable efforts to get to school, even if their arrival is delayed.

Even if the school is wholly or partly closed to pupils, staff are expected to report to work and undertake appropriate preparation or other duties as directed by the Head Teacher or SLT. The decision as to whether staff are able to travel in to school safely is one for each individual member of staff to make. All teachers, LSAs and other support staff must call their phase leaders, who will inform the Head Teacher. Only once the Head Teacher has full details of how many staff are able to attend, can a decision be made as to whether the school needs to close.

Decision to close the school

In the event of bad weather a decision to close the school will be made by the Head Teacher. The school will only close either before or during the school day if one or more of the following conditions apply:

- A sufficient number of staff are unable to come in to keep the school running safely.
- Conditions on site are dangerous.
- Conditions are considered to be or are anticipated to later become too hazardous for travel
- The school are unable to provide lunches due to lack of staff or health and safety.

Notifying parents and other parties about the school closure

If the school is to close we will announce the decision as soon as possible in the following ways (please see the appendix for our cascade system of communication):

- On the school's website;
- On Slough Borough Council's website;
- By text message to the telephone number that we have on our systems for parents and staff.

Learning During Any School Closure

If a decision is made to close the school we will revert to online learning via Microsoft Teams. The expectations will be shared with staff. All staff should make reasonable efforts to join in.

Bad Weather and Attendance

Where an official decision is made to close the school, all absence is counted as being educated off site. Where able, teachers should offer their services to local schools.

Parents who assume that the school will be closed without obtaining confirmation, or not informing the school of the circumstances that prevent their child/children coming into school, risks their child being registered as an un-authorised absence. We do however, understand, that during bad weather children may arrive later than normal, or some families are cut off and may not be able to get into school. In such cases, please let the school know about your situation.

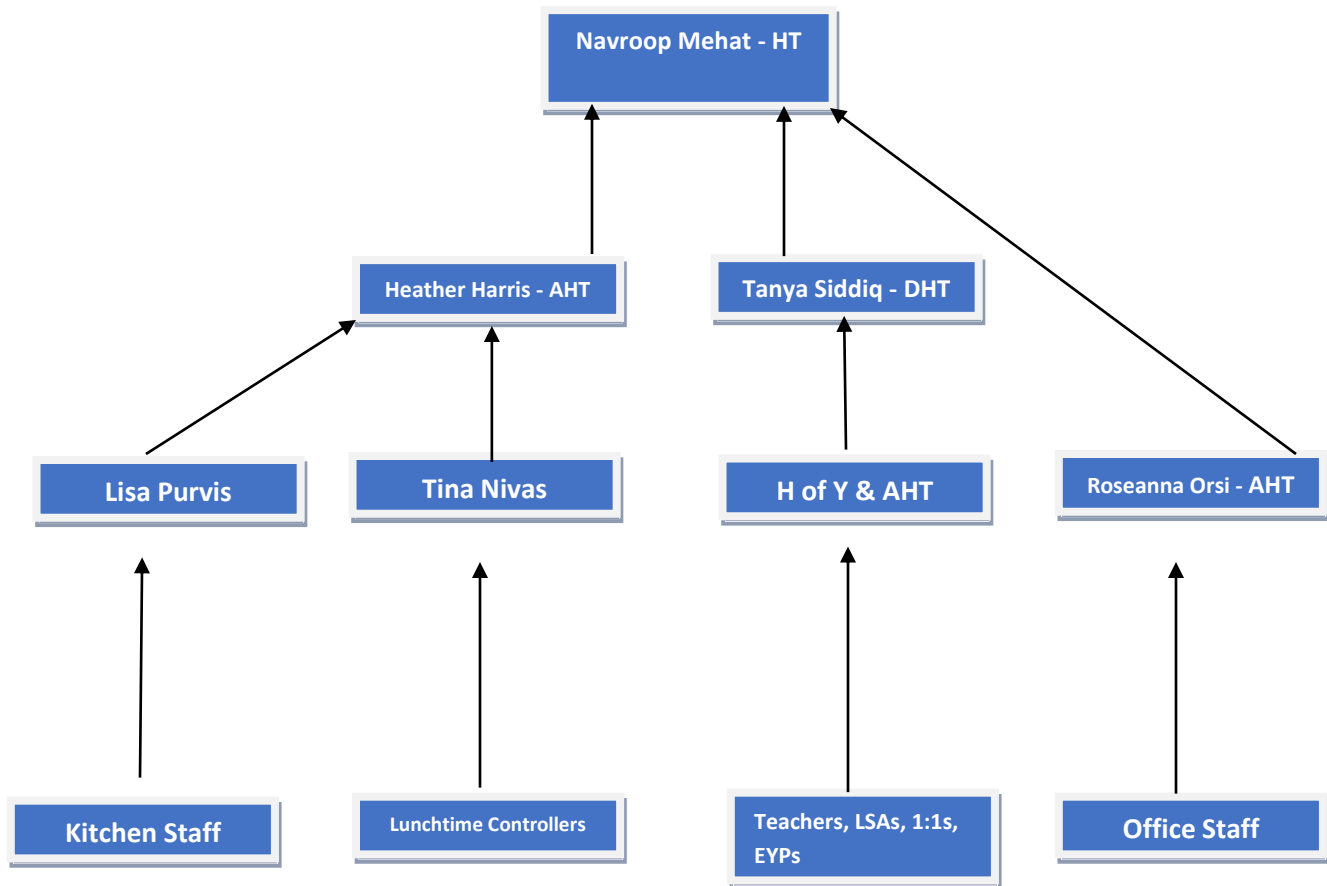
Miss N Mehat Headteacher

Signed:

Date:

Review date: Autumn 2026

Appendix - Cascade System of Communication



The Head Teacher will communicate her decision to all staff via Microsoft Teams.

A text message will be sent to all parents

Messages will posted on:

- Twitter - @WexhamPS
- Instagram - @wexhamcourtprimary
- Website – www.wexhamprimary.com

Local staff or Governors may be asked to come and assist.