

WEXHAM COURT PRIMARY SCHOOL
School Closure and Severe Weather Procedures
2026 - 2029



Date Approved: Autumn 2026

Date for Review: Autumn 2029

Responsibility: Head Teacher

WEXHAM COURT PRIMARY SCHOOL

School Closure and Severe Weather Procedures

Purpose

This policy outlines the procedures Wexham Court Primary School will follow in the event of severe weather or other circumstances that may require school closure.

The school recognises the inconvenience closure causes, particularly for key workers. Therefore, we aim to keep the school open whenever it is safe to do so.

Parent Responsibilities

Notification of School Closure

If the school needs to close, we will notify parents as soon as possible. Sometimes decisions are made late in the evening after gathering information from local schools.

Parents will be informed through:

- Text message from WCPS
- Class TEAMS pages
- School website
- Social media: X (Twitter) and Instagram
- Local Radio (BBC Radio Berkshire)
- Slough Borough Council website

Parents should ensure children come to school dressed appropriately for the weather conditions.

Staff Responsibilities

- Staff should make reasonable efforts to attend school, even if delayed.
- Staff must call their Head of Year to report if they cannot attend; the Head of Year will inform the Headteacher.
- Staff attendance information helps the Headteacher decide if the school can remain open.
- Even if the school is partially or fully closed to pupils, staff are expected to work on preparations or tasks as directed by the Headteacher or SLT.

- Staff must individually assess whether it is safe to travel to school.

Decision to Close the School Due to Severe Weather

The Headteacher will decide to close the school before or during the school day if:

- There are insufficient staff to operate safely.
- On-site conditions are hazardous.
- Travel conditions are or will become too dangerous.
- The school cannot provide lunches due to staff shortages or health and safety concerns.

Closure for Other Reasons

If the school must close for reasons other than weather, the Business Continuity Plan will be followed. Parents will be informed using the same communication methods and given reasons for the closure where possible.

Learning During School Closure

- Remote education will be provided as soon as possible.
- The curriculum and teaching will follow DfE guidance to ensure effective learning continues.
- For pupils with SEND who require adult support to access remote learning, the school will work with families to provide reasonable adjustments, including alternative sites or resources.
- Teachers will use TEAMS for delivering quality remote teaching (see Remote Home Learning Policy).
- For one-day closures, limited work will be set for pupils.

Attendance During Bad Weather

- If the school officially closes, absences are recorded as educated off-site.
- Teachers may offer support to local schools where possible.
- Parents should not assume closure without confirmation; failing to inform the school of absence risks it being unauthorised.
- We understand some pupils may arrive late or be unable to attend due to weather; parents should communicate their situation to the school.

Policy Flexibility

The school reserves the right to adjust procedures based on guidance from the DfE, local council, or specific circumstances.

Miss N Mehat Headteacher

Signed:

Date:

Review date: Autumn 2029

Appendix - Cascade System of Communication

| Stakeholder | Communication Strategy | Contact Information Location | Back-Up Contact Information |
|------------------------|---|---|-----------------------------|
| Staff | TEAMS and Text via cascade system or group call | TEAMS / Group call – accessed off site | Line managers call. |
| Parents/carers | Group call/Teams | L. Goddard has off site access | Class teachers call. |
| Governing board | Text/email | Chair of Governors has access to Governor’s numbers | Chair of Governors to call. |
| Local Authority | Call / Email | Sue Butcher | |
| Community | Website - www.wexhamprimary.com Instagram - @wexhamcourtprimary Local Radio – BBC Radio Berkshire 0118 946 4200 X - @wexhamPS | Online – communications PA to the Headteacher | N/A |