



# **Inclement Weather Policy and Plan**

Guidance for parents/carers and staff  
in the case of bad weather

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## Criteria

It is our policy to remain open unless we are forced to close because there is a risk to the health, safety and welfare of staff and pupils. The Head Teacher, having consulted with the Chair of Governors, is responsible for making the decision to close the school due to inclement weather conditions in the immediate locality.

The decision will be taken on the basis of one or more of the following criteria:

- (a) prolonged and/or excessively high temperatures
- (b) prolonged and/or excessively low temperatures
- (c) prolonged and/or excessively high winds that render travel difficult
- (d) prolonged and excessive snow fall or icy conditions
- (e) excessive and/or prolonged rainfall/flooding.

## How parents will be notified that the school will be closed

### Closure before the school day

If the school is to be closed, there will be an announcement on the following radio stations to state this:

**BRMB  
HEART FM  
BBC  
BEACON**

(Details will also be posted on the LA website ([www.lea.sandwell.gov.uk](http://www.lea.sandwell.gov.uk)) following notification by the school to the LA).

**A TEXT WILL ALSO BE SENT TO ALL PARENTS CARERS AND STAFF  
IMMEDIATELY FOLLOWING THE DECISION TO CLOSE.**

Such an event will be avoided where possible. **There is no need for parents to contact the school to check whether or not the school is open. Unless announced via the methods above, the school will be open.**

While we understand parental concerns, it would be helpful if parents/carers were aware of the difficulty for an office potentially responding to literally hundreds of calls. Parents should not telephone the school at these times **unless there is an emergency**. If the school is forced to **close overnight** for any other reason, a **group text** will be sent to all parents, carers and staff.

### Closure during the school day

- Should the weather turn worse **during** a school day, pupils will only be sent home if there are satisfactory arrangements for them returning safely. Members of staff will always stay with children until they are collected.

- No child will be sent home to an empty house. Should any parent/carer wish to make any alternative arrangements for their child they should put these in writing to the Head Teacher.
- In the case of **early closure**, parents will be telephoned by the school office staff, and parents will be asked to collect their child/children. A text message will also be sent to confirm early closure.
- Companies escorting pupils by taxi will be notified by office staff and asked to collect pupils as soon as possible.
- Kitchen staff (employed by Fresh Sandwell) will be contact as part of the group text and will make any necessary arrangements regarding school meals provision.

### **Staff responsibilities if the school is to close**

- The **Head Teacher** makes the decision to close **as early as possible** (this may be the night before in cases of severe weather, or if not well before school is due to open).
- The **Head Teacher** will contact the radio stations.
- The **Head Teacher** will contact the **School Bursar**, who will send the group text to all staff, parents and carers.
- The School Bursar will contact taxi firms, who bring children via this method.

### **Organisations and individuals to contact if the school is to close**

[schoolorganisationunit@sandwell.gov.uk](mailto:schoolorganisationunit@sandwell.gov.uk)

[snowline@beaconradio.co.uk](mailto:snowline@beaconradio.co.uk)

[bbcwm@bbc.co.uk](mailto:bbcwm@bbc.co.uk)

[heart.snowline@co.uk](mailto:heart.snowline@co.uk)

[snowline@brmb.co.uk](mailto:snowline@brmb.co.uk)

We are committed to **equal opportunities** for all irrespective of race, gender, sexuality, disability or religion. We will monitor the impact of this policy to ensure that no group is adversely affected.

This policy will be reviewed in October 2015.