



Love to Learn, Learn to Live • Dwlu ar Ddysgu, Dysgu i fyw

**Ysgol Gymunedol Llangynidr
Llangynidr Community Primary School**

Severe Weather Policy

Revised: January 2015

Agreed by Staff: January 2015

Adopted by Governors: February 2015

Reviewed: January 2018

Review Date: November 2018

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Purpose

This document clarifies Powys County Council and the school's policy in relation to the impact on schools and the requirement for employees to attend work during severe or inclement weather. Its purpose is to:

- ensure the safety and wellbeing of all pupils and employees should a school have to deal with severe, inclement weather
- ensure parents are aware of how they will be contacted in the event of a partial/whole school closure
- ensure that all employees are clear about their roles and responsibilities in the event of severe weather.

Definition

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

'Extremely hazardous' includes those conditions in which the police and/or appropriate motoring organisations advise people not to make unnecessary journeys (which do not include travelling to work) or indeed travel at all.

General

The decision to close the school will not be taken lightly. The responsibility for deciding to close the school because of severe/inclement weather lies with the Head teacher, in consultation with the Chair of Governors (or vice chair if chair unavailable). The safety of individual employees who may need to travel further than pupils will be considered when decisions are made.

The school will aim to maintain a service to parents and pupils for as long as is reasonably practical and a partial closure of a school will be considered before complete closure.

Employees should only be allowed to go home early if there is a genuine need on the basis of their personal safety, but decisions will be made by the head teacher on an individual basis.

In respect of a closure during the normal school day, every effort will be made to contact parents/carers to inform them of the school's closure and ensure the safety of the pupils after they leave the school. No pupil will be allowed to leave the school premises until parents/carers have been notified or arrangements have been made for their care.

Considerations - Pupils

The Head teacher must comply with any request from a transport provider that wishes to transport certain pupils early as the operators may be responding to meteorological warnings. It may be the case that only those pupils travelling by bus, or those living in rural areas, need to be sent home early. For those children who walk home the head teacher will contact parents to arrange collection.

Parents will be informed in advance of the school's procedures in the event of severe weather, this policy will be on the school website and available for collection from the school office. Parents will be advised to listen to various radio stations and check for text messages for announcements about closures and requests to collect pupils.

Considerations - Employees

It is essential that employees who are going to be late or are unable to attend work, telephone the Head teacher by 7.30am. Clearly there may be times when this is not possible and allowances will be given in circumstances when there is no access to a telephone. However contact must be made as soon as reasonably practicable in such instances.

All employees are advised that, in circumstances where they are unable to attend their normal place of work either because the school has been closed to pupils and staff by the Head teacher, or they are unable to travel to their normal place of work then they are **not** to attend their nearest school. The employee would be expected to undertake home-based development work.

If the school has been closed by the Head teacher, **all** employees will be paid at their normal daily rate. This will include supply teachers who have attended the school, to find that the decision to close has been taken.

Any decision regarding leaving the school early must be made in consultation with the Head teacher.

If pupils are sent home early due to hazardous driving conditions, consideration to employees who travel to work by car should also be taken by the Head teacher and sent home if appropriate.

In the event that the school remains closed and the weather conditions do not improve, resulting in absence of more than one day, employees should maintain daily contact with the Head teacher.

Procedure for Schools

Once the decision to close the school has been made following discussion with the Chair of Governors, the Head teacher will contact Powys via the school closures notification system. The Head teacher will notify other interested parties, including transportation and catering providers, of the decision.

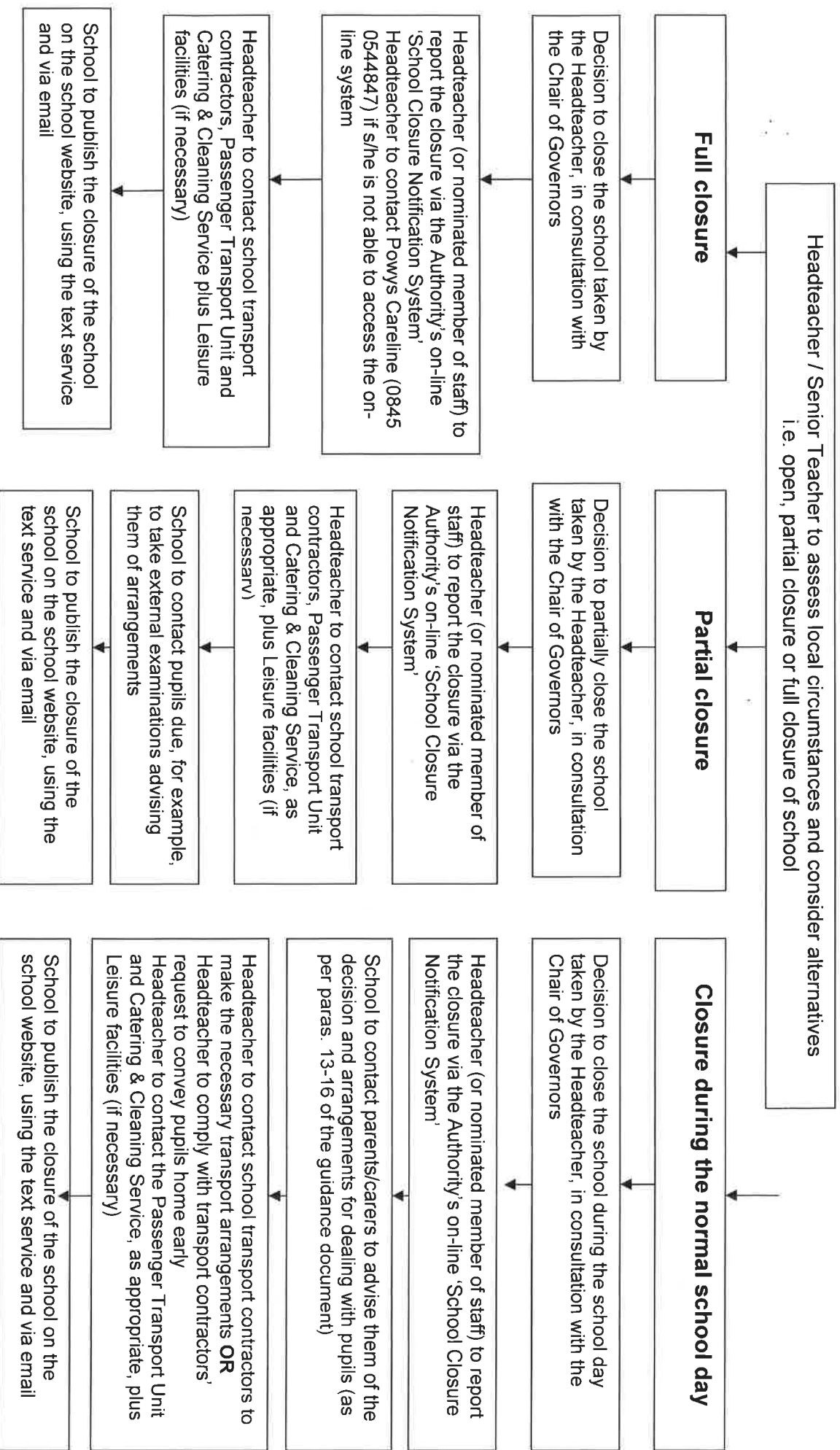
To ensure the schools that are closing are named at the 8am news bulletin the Head teacher must have informed the Powys by 7.40am, at which time the closure list will be sent to the media.

The closure list will be sent to:

BBC Radio Wales/ Radio Cymru	BBC Hereford & Worcester
BBC Shropshire	96.4FM The Wave
Valleys Radio	Swansea Sound
Wymern FM	Sunshine 855
Beacon FM	Classic Gold
Classic Hits	Radio Maldwyn
Radio Ceredigion	Red Dragon Radio

School will not contact the media directly and will encourage parents to contact the school directly, not the Authority or media, to ascertain whether a school is closed or not. Regular texts and an update on the school website will used in order to keep them updated.

FLOWCHART OF PROCEDURE TO FOLLOW



Date: 28/2/18

Signed:  (Head teacher)

 (Chair of Governors)

Review date: November 2018