



Adverse Weather Conditions Policy Parents

Review date	November 2025
Next review	November 2027

Introduction

The safety of pupils and staff is our prime concern. We will make every effort to remain open as normal in adverse weather conditions, as working life must continue whenever possible, and it is only when safety is at risk that the Headteacher will decide to close the school.

The school will only be closed if one or more of the following conditions apply:

- Insufficient staff can come in to keep the school running safely
- Conditions on site are dangerous
- Conditions are or are anticipated to become too hazardous to travel.

Parents/carers are asked not to ring the school office as soon as snow falls unless it is an emergency. This overwhelms office staff, and we need to keep lines open for staff to call if they are having travel difficulties. Parents should follow the arrangements set out in this policy.

In the event of heavy snow before the school day starts

The Headteacher will decide whether the school will open or close by 7:30am. If the decision is to close, by 7:30am the school will post a notice:

- On our school website at www.sacredheartleeds.org.uk
- On the Leeds City Council website at <https://www.leeds.gov.uk/schools-and-education/school-closures>
- On Radio Leeds (92.4 FM)
- On the school's official social media channels.

In addition, we will send a text message to the first emergency contact number supplied to school. It is therefore essential that parents inform us immediately if this telephone number changes. If no closure notice has been published or received, parents should assume the school is open.

If parents assume the school is closed when it is open, the absence will be recorded as unauthorised unless there are exceptional circumstances. We recognise there may be rare cases where families are 'cut off' due to local conditions; these parents should contact school to explain their situation.

If the school remains open but conditions are poor, we understand that some pupils may arrive late because of difficult travel conditions, and we prefer lateness to absence. Please do not ring the school office in these circumstances.

If travel organisations recommend only essential travel, parents and staff should be aware that in the Department for Education's view, essential travel includes pupils attending school and school staff attending work.

In the event of heavy snowfall during the school day

If there is heavy snowfall during the school day, the Headteacher will decide whether it is necessary to close the school. If the decision is to close, we will use SMS, email and our website to inform families. Senior staff will remain on-site until the last child has left safely.

Parents should not call the school office to request to collect their child early unless a decision to close has been officially communicated.

The school bus company will make every effort to provide a normal service. However, if the weather deteriorates rapidly, the bus may take some time to arrive, or may not arrive at all. Parents should contact the P89 bus operator on 0113 2762276 only if essential.

Staff who live furthest from the school will be allowed to leave at the earliest safe opportunity. A skeleton staff will remain on-site until all pupils have been collected.

Remote Learning

If the school is closed due to adverse weather, remote learning will be made available through the school's online platform (Google Classroom). Details and instructions will be shared via email and on the school website.

Staff Responsibilities

Staff should contact the Headteacher or Deputy Headteacher as soon as possible if they are unable to travel safely to school. Every effort should be made to ensure that sufficient staff are available to maintain safe ratios and supervision. All staff should check emails for updates on site safety and operational plans.