

## Adverse Weather Conditions Policy

### Parents

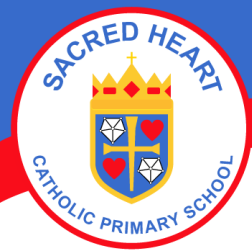
Review date	12/01/2023
Next review	12/01/2024

#### Introduction

1. The safety of students is our prime concern. We will make every effort to remain open as normal in adverse weather conditions, as working life must go on whenever possible, and it is only when safety is at risk that the Headteacher will decide to close the school.
2. The school will only be closed if one or more of the following conditions apply:
  - a. Insufficient staff can come in to keep the school running safely
  - b. Conditions on site are dangerous
  - c. Conditions are or are anticipated to become too hazardous to travel.
3. We ask parents/carers 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 work with the arrangements set out in this policy.

#### In the event of heavy snow before the school day starts

4. 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:
  - a. on our school website at [www.sacredheartleeds.org.uk](http://www.sacredheartleeds.org.uk)
  - b. on the Leeds City Council website at [www.leeds.gov.uk/residents/Pages/School-closures.aspx](http://www.leeds.gov.uk/residents/Pages/School-closures.aspx)
  - c. on Radio Leeds (92.4 FM) and on Radio Aire (96.3 FM).
5. In addition, we will send a text message to the first emergency contact number supplied to school. It is therefore very important that parents inform us if this telephone number changes. If that notice has not been read or heard, parents should assume the school is open.
6. If parents assume the school is closed when it is open, the absence will be recorded as unauthorised unless we are satisfied there are exceptional circumstances. We recognise there may be rare cases where families are "cut off" due to difficulties where they live. These parents should advise us of their circumstances, so we can justify to the Local Authority why the absence should be authorised.



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**Catholic Primary School**  
A Voluntary Academy

7. If the school remains open but conditions are poor, we understand that some students may arrive late because conditions are difficult, and we prefer lateness to absence. Once again, do not ring the school office in these circumstances.
8. If travel organisations recommend only essential travel in poor weather then parents and staff should be aware that in the Department for Education's view, essential travel includes students going to school to keep learning, and school staff going to work.

### **In the event of heavy snowfall during the school day**

9. If there is heavy snowfall during the school day the Headteacher will decide whether it is necessary to close the school.
10. If the decision is to close, as before, we will use our website, the Leeds City Council website, local radio, and texts to parents, and senior staff will remain on-site until the last child has left safely.
11. Parents should not ring the school office to request to pick their child up early if a decision has not yet been announced.
12. The 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, and contingency plans may need to be made with your child. Parents should only speak directly to our bus operator, CT Plus, if essential. Their number is 0113 2454691.
13. Staff that live furthest from the school will be allowed to leave at the earliest opportunity. A skeleton staff will remain in school until all children have been collected.