



# **Harbour View Federation**

## **ADVERSE WEATHER POLICY**

**January 2017**

It is the policy of Harbour View Federation to make every effort to remain open whenever possible.

Our Winter Weather Plan is as follows:

**School Closure (RED)** – If the school is closed parents/carers will be informed via text/email and by a notice on **our** school websites. The school will also endeavour to inform local radio stations but please be aware that due to the sheer weight of numbers and the geographic regions involved this notification is not always immediate.

Please note Red status can be caused by localised snowfall so although Hamworthy itself might not have heavy snowfall, poor weather conditions in outlining areas might mean teachers cannot get to school safely.

**School Open (GREEN)** – The school has held a risk assessment and deems it safe for all to enter the federated site and school is open as normal.

**Cold Weather Opening (AMBER)** – The schools are open but normal entry procedures have been suspended and Cold Weather Plan has come into action. This will mean parents and children will need to enter the school in a different, managed way and **if indicated at a later start time**. On these days school registers will be kept open as our consideration will be focused on safety rather than lateness.

- **Pedestrian Access will be limited to the Hamworthy Park Junior School entrance.** Twin Sails pupils must therefore access the school site via the Junior School. **All other pedestrian access routes will be closed.**
- Cars will be allowed to access the infant driveway **but to drop off only**. Normal vehicle drop off will be permitted at the Junior School, unless the car park and turning area is deemed to be too hazardous; at which point a decision could be made to close the main school gate, allowing only pedestrian access to the Junior School. **Please note that School staff will manage children being dropped off at the roundabout (at the Infant Schools) and the front entrance and car park (at the Junior School). All children will enter their school halls through the front foyers of each school.**
- **Registers will be kept open** so please do not rush into school or feel pressured, safety is our prime concern.

The decision to close the school (RED) either before or during the school day will be made by the Executive Headteacher or Heads of School, in conjunction with the Chair of the Governing Body. The school will only be closed if one or more of the following conditions apply:

- conditions within the school grounds are dangerous and adequate control measures cannot be put in place;
- conditions are considered to be or are anticipated to later become too hazardous for travel to and, or from school;
- insufficient staff are able to come in to keep the school running safely.

In the event that the school has to close (RED) due to adverse weather conditions the following procedure will take place, as early in the morning as possible.

1. We will notify all parents/carers via our text/email service that the school is closed.
2. We will update our website with information about the closure – [www.hamworthyparkjuniorschool.co.uk](http://www.hamworthyparkjuniorschool.co.uk) or [www.twinsailsinfant.co.uk](http://www.twinsailsinfant.co.uk)
3. We will inform Heart radio station, who will announce the school closure to all listeners.

In the event of the school having to close during the day due to unforeseen, worsening weather or similar unforeseen circumstances, parents/carers will be contacted via text/email and asked to collect their child/ren. Such an early release will only be contemplated in very extreme circumstances.

We will make all practicable efforts to keep parents/carers informed as to the specific situation during adverse weather conditions, as we appreciate that such conditions and the uncertainty places very considerable difficulties upon parents/carers. However, we respectfully ask that parents/carers check the appropriate websites and/or make themselves aware of the radio broadcasts, when it is clear that a closure is a possibility.

Harbour View Federation appreciates that during bad weather, children may arrive later than normal; parents/carers should endeavour to contact the school to let them know they are on their way if likely to be delayed.

Where the school is officially closed, all absence is counted as authorised absence. However, any parents/carers who make the assumption that the school would be closed without gaining confirmation, or failing to inform the school of the circumstances that prevents a child coming into school, risks their child being registered as an un-authorised absence.

During inclement cold weather the following areas will be salted, if deemed necessary:

- pathway from the main entrance into the main playground;
- pathway leading to the school reception;
- areas of the main playground;
- school car park;
- pathways between both the Infant and Junior School.

Please be aware that pathways, even when cleared, do often remain slippery which can be potentially dangerous. Where necessary, essential pathways will continue to be cleared throughout the day.

If severe inclement weather occurs during the school day, both schools will regularly update parents/carers of the situation, via the normal text/email services. If a decision is taken to close the school for any reason during the normal school day, parents/carers will be asked to collect children, again via the normal text/email services.

In the absence of the Executive Headteacher or Heads of School, any member of the Senior Leadership who is on site will liaise with the either the Executive Headteacher or Heads of School (if possible) and the Chair of the Governing Board and will then assume responsibility for making all decisions relating to the Adverse Weather Policy.