

Squirrels Heath Junior School Adverse weather conditions procedures

1.0 Introduction

- 1.1 The school will make every effort to remain open whenever possible.
- 1.2 The decision to close the school will be made by the Head Teacher along with the Chair of Governors and the Infant school. The school will only be closed if one or more of the following conditions apply:
1. Insufficient staff are able to come in to keep the school running safely.
 2. Conditions on site are dangerous
 3. Conditions are considered to be or are anticipated to later become too hazardous to travel.

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

2.1 Parents

- 2.1.1 When the schools closure is a possibility parents should find out whether the school is open by:
- Checking Squirrels Heath Junior School website: www.shj.havering.sch.uk
 - Checking the Havering website www.havering.gov.uk to see if Squirrels Heath Junior School is on the list of schools that is closed.
 - Checking <https://opencheck.atomwide.com>
- 2.1.2 If it is decided that the school will open, but the road conditions are difficult, parents should ring the school and leave a message on the absence line to advise that they are likely to be late.
- 2.1.3 If parents assume that the school is closed, but it is actually open, the absence will be recorded as unauthorised unless the Head Teacher is satisfied that there are exceptional circumstances (see 2.3.1)

2.2 The School

- 2.2.1 The Head Teacher will decide whether the school will be open taking into account the conditions at the school and the ability of staff to get there. She/he may decide to open the school later to allow time for sufficient staff to arrive so that the children are adequately supervised.
- 2.2.2 If the Head Teacher decides the school will close he/she will update the school, Havering and LGFL Opencheck websites accordingly and send a message to parents via Parentmail. Staff will be informed as per our internal procedures.

It is important for parents to undertake the action at 2.1.1 above in case Parentmail is slow due to the number of schools trying to use it.

2.2.3 The school fully appreciates that in bad weather children may arrive later than usual.

2.2.4 If there are adverse weather conditions in the morning the Head Teacher will decide which entrance will be used by pupils to access the building.

2.3 Exceptional Circumstances

2.3.1 In such cases parents should advise the Head Teacher of their particular circumstances so that she/he can justify to the Local Authority why the absence should be authorised.

3.0 In the event of heavy snowfall during the school day

3.1 If there is heavy snowfall during the school day the Head Teacher will decide whether it is necessary to close the school.

3.2 There will be a Parentmail text sent to parents asking that they pick their child/children up from school as soon as possible.

3.3 The staff that live furthest from the school will be permitted to leave at the earliest opportunity.

3.4 A skeleton staff will remain in school until all of the children have been collected.

3.5 If a parent rings requesting that they pick their child up early due to the weather, and the decision has not been made to close the school, these requests will be considered on an individual basis by the Head Teacher.