



## Richmond Hill School

### Adverse Weather Policy

Author	<a href="#">Hannah Cameron</a>
Issue date	September 2024
Review date	Sept 2026
This is a school policy	

#### We aim to :

- 1.1 The school will make every effort to remain open where possible.
- 1.2 The decision to close the school will be made by the Head Teacher. The school will only be closed if one or more of the following conditions apply.
  - Insufficient staff are able to come in to keep the school running safely.
  - Conditions on site are dangerous.
  - Conditions are considered to be or are anticipated to later become too hazardous to travel.
  - Transport has been canceled

#### 2.1 In the Event of Heavy Snow Before the School Day Starts

##### 2.2 Parents

- 2.2.1 When school closure is a possibility parents should find out whether the school is open by:-
  - Checking the [www.luton.gov.uk](http://www.luton.gov.uk) Website and school website [www.richmondhill.luton.sch.uk](http://www.richmondhill.luton.sch.uk), and checking our facebook page to see if Richmond Hill is on the list of the schools that are closed.
- 2.2.2 If it is decided that the school will open, but the road conditions are difficult, parents should ring the school to advise that they are likely to be late.
- 2.2.3 If parents assume that the school is closed, but it is actually open, the absence will be recorded as unauthorized unless the Head Teacher is satisfied that there are exceptional circumstances. (see para. 2.2.5)

##### 2.3 The School

- 2.3.1 The Head Teacher will decide whether the school will open taking into account the conditions at the school and the ability of staff to arrive in the incremental conditions
- 2.3.2 Site lead East and West will agree with site team whether the site is safe for staff and pupils to attend
- 2.3.3 Headteacher and /or Deputy Head will contact transport and find out if the buses are operating
- 2.3.4 If the Head Teacher decides the school will close he/she will update the Luton Borough Council website, Richmond Hill school website, Richmond Hill Facebook social media and parentmail accordingly and send an email message to staff and parents advising them of the closure.

#### 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 The Office will contact parents and ask 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 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 and /or Deputy Head



## Richmond Hill Primary School Adverse Weather

### Appendix 1 a

#### Arrangements & Communication Staff

***\*Please ensure that the Office has your current mobile number\****

#### **When snow is likely:**

- Please look at the weather forecast.
- Please make sure you have phone numbers for the school and for your class team or a colleague who may give you a lift (in case you should need to contact them).
- Check your school email account and, social media page and school website

#### **When snow has arrived or heavy snow is forecast:**

- Deputy Heads will liaise with the Headteacher and we will agree with the transport department our best next steps and make a decision as to whether to pick up the pupils.
- If it is felt that it is unsafe to pick up the children GT will email parents on parentmail to say that the school is shut to pupils. Information will also be on Luton Borough Website.
- If you are asked to come into school in the snow please make your way to school as safely and quickly as possible, sometimes it might be advisable to leave a little later to avoid the worst congestion.
- In some situations it may be necessary to work from home, if you feel this applied to you liaise with Deputy heads before 9am.

#### **Staying safe in the Icy weather**

- Please wear suitable clothing during the cold periods including footwear with good grip, walk carefully being mindful that the ground may be icy. Where possible we will try to grit paths but the expectation is that everyone is cautious and aware of ground conditions and moving accordingly. We expect all staff to move around the building safely, alerting site staff to concerns that arise –
- For example- wet areas so that signs can be put up
- Alert site team and the office to any risks that you encounter quickly and safely