

## **Inclement Weather**

### **Pre-Planning**

- Severe weather warnings may initiate decisions
- Communication with parents stating precautions and intentions
- Inclement Weather Strategy and procedures discussed with all staff

### **Site Assessment**

- Site Assessment carried out by Headteacher and Caretaker
- This may require a phone call decision if any Site Assessor is unable to attend school.
- Decision to close is based on the health/safety of all pupils and staff

### **Closing the school while all staff and pupils already on site:**

- School office and class teachers work closely to ensure that all parents are contacted as soon as possible to inform about school closure
- Class Dojo used to inform parents.
- Staff travelling situations need consideration
  - Distance, Walking, Vehicle, Health, etc.
- Mrs A Evans to contact:
  - Rhodri Jones – Stakeholders and Communications Manager
    - 01792 636388 ([Rhodri.jones@swansea.gov.uk](mailto:Rhodri.jones@swansea.gov.uk))
  - The Wave
    - 01792 511233 ([news@thewave.co.uk](mailto:news@thewave.co.uk))

### **Closing the school before the school day starts**

- Site Assessor contacts Headteacher (If cannot attend)
- Headteacher contacts the Admin Team
- Admin Team uses Parent Push Notification platform to inform all parents about the decision.
- The school has set up a staffing group using social media software to ensure all staff can be contacted and updated in **realtime**.
- Headteacher informs the Local Authority and The Wave using the security password.

### **School stays open, however some staff cannot attend due to localised problems**

- This information should come back to the Headteacher or SLT staff.
- This prevents bottlenecking of phone calls and texting.

- If staff do attend school the health and safety of all pupils and staff is paramount - Therefore the following factors **must** be considered:
  - Is the site safe to enter?
  - Is the heating working?
  - Have cleaners been able to attend?
  - Can lunch be provided?
  - Is there running water at all stations?
  - Do we have adequate pupil to staff ratio?
    - *1 Adult:30 Pupils (Class Based)*
    - *This may require reorganisation of classes if necessary*
  - **Crucial! – What is the current forecast!**
  - [www.metoffice.gov.uk](http://www.metoffice.gov.uk)
  - [www.metcheck.com](http://www.metcheck.com)

**This policy will be reviewed when necessary.**