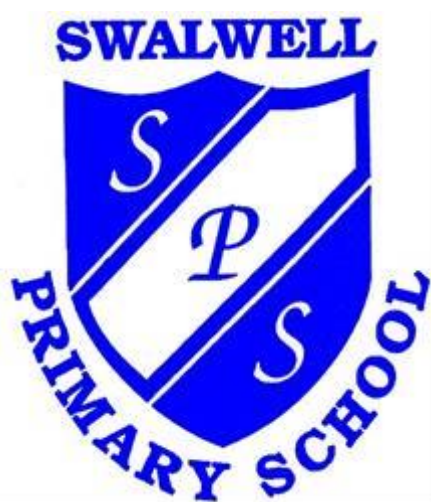


Snow and Adverse Weather Policy



Academic year	Head teacher	Deputy Head and Assistant Heads	School Business Manager	Chair of Governors
2022/23	Mrs R Hocking	Mr R Warren Mrs S Leaver & Mrs K McCall	Mrs E Elliott	Mrs L Gray

Review Date	Changes made	By whom	Date Shared
November 2019	Yes	HT and School Business Manager	December 2019
September 2021	Yes	HT	December 2021
September 2022	Staff details	HT	November 2022

In the event of disruption caused by heavy snow, or adverse weather, the prime concern of the school must always be the safety of the pupils and staff.

The decision to close the school will take account of the safety of all our pupils and staff, some of whom travel a great distance to school each day. The decision to close the school either before or during the school day will be made by the Head Teacher. 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

We will always endeavour to open the school in the event of adverse weather, as long as it is safe to do so. If the school is open in snow or adverse weather the decision as to whether or not to send a pupil to school, however, must be at the discretion of the parents, taking into account factors such as local road conditions and the availability of child-care.

In event of adverse weather, parents should check whether the school is open before travelling to the site.

There are a number of ways to confirm whether the school is open or closed.

1. At the earliest possible time, the school will text all parents to inform if school is closed and when school will reopen (we endeavour to send this text by 8:00am)
2. Listen for lists of school closures on local radio.
 - BBC Radio Newcastle
 - Metro Radio
3. Check the [list of school closures](#) on the Gateshead Council Website:
www.gateshead.gov.uk/schoolclosures
4. Visit our school website www.swalwellprimary.org as we will post news on here.

If the school is closed, we will try and make a decision as early as possible, and will intend to reopen as soon as we can.

If the school does open, but extreme weather develops during the day, we will aim to remain open until the end of the normal school day at 3.15pm. However this is not always possible when roads are becoming treacherous. In which case parents will be contacted via text/ telephone call and asked to collect their children as soon as possible. Under these conditions we will take verbal permission for their child/children to be collected by a nominated adult. Normal lessons may be curtailed and the remaining pupils assembled in groups under the supervision of authorised members of staff to await collection.

The school appreciates that during bad weather children may arrive later than normal; parents should endeavour to contact the school to let them know they are on their way if likely to be delayed. The school recognises there will be isolated instances where families are cut off, even where the clear majority of children can get into school. In such instances parents should inform the school of the circumstances of this exceptional situation, as the school has a duty to clarify the circumstances of each case so as to be able to formally authorise the absence to the Local Authority. Parents acting on the assumption that the school would be closed without gaining confirmation, or failing to inform the school of the circumstances that prevents the child coming into school risks their child being registered as an un-authorised absence.

Where the school is officially closed, all absence is counted as authorised absence.

Before and after school opening hours parents are responsible for ensuring their children do not slide on the school playground.

In icy conditions the caretaker will salt wide pathways as follows:

- A) from the front gate to the front door
- B) from the front gate around to the KS2 yard and round towards the Hall (Gate A)

Children will access and egress the building in the following ways:

Early Years: If paths are accessible via early years gate. If not via Hall door

KS1: Via Hall Door

KS2: Via bottom door in KS2 corridor (near hygiene room)

In line with COVID policy, parents will need to socially distance as our one-way system will not be actioned.

Where necessary, essential pathways will be maintained as clear as possible throughout the day.

During significant adverse weather conditions, our staff will support and advise by being at the gates on your arrival to give more updated information.

During adverse weather conditions, the playground may be out of bounds to parents and children at the beginning and end of school, and if the Head Teacher decides it necessary, at break times as well.

In the Head Teacher's absence the Senior teacher on site will assume responsibility for making all decisions relating to the Adverse Weather Policy.

As the Winter months approach we will send our annual 'Winter ready' letter to families (see appendix one).

APPENDIX ONE Dear Parents/ Carers,

Winter Ready

In light of the last few mornings, I thought it was worth sending out our 'Winter Ready' letter. As the cold weather approaches, please can we respectfully ask that you ensure your child comes to school dressed in a warm coat with hat, gloves, scarves and appropriate footwear.

We would like to remind parents/ carers of our bad weather procedure.

In the event of bad weather having an impact on our ability to open the school you will be notified as soon as possible by text message. The decision to close the school due to snow or bad weather will take account of the safety of pupils and staff. It is important therefore that the contact numbers for the primary contact for each child is kept up to date.

The school will aim to make a decision as early as possible and reopen as soon as we can and only close if our risk assessments tell us it will be unsafe for pupils and staff.

In the event of a full school closure before the start of the school day:

- We will send a text message to the primary contact
- We will post a message on the school's website and Facebook page
- We will notify Gateshead Council who will produce a list of closed schools on their website www.gateshead.gov.uk/schoolclosures

In the event of a partial school closure during the school day:

- We will send a text message to the primary contact, giving them a time to collect the children and which entrance to use.
- Staff will hand children only to those known to be able to collect. No child will be allowed to walk home alone.
- If any child has not been collected, telephone calls will be made to all contacts

In the event of heavy snow or ice you may receive a text message informing you that only one entrance to the school is open, this is for your safety. Mr Leighton (Caretaker) only has a limited time each morning to ensure that entrances are made safe. A member of the leadership team will be on site to advise parents where to go.

Fingers crossed for snow during the Christmas Holidays – but nothing until we break up on Friday 17th December!

Yours Sincerely,

Mrs Rachel Hocking
Headteacher
Swalwell Primary School
#heartofthecommunity