



## **SCHOOL CLOSURE & ADVERSE WEATHER PROCEDURE**

It is the intention of Maple Walk to remain open at all times; however, on occasions the roads surrounding the School can be a potentially hazardous place in severe weather conditions e.g. snow and ice. Our primary consideration in these situations is always the health and safety of our children, families and staff, especially in respect of travelling to and from school.

The School website will be regularly updated to inform parents of imminent or confirmed school closure. In any case where school closure or changes to the normal school day are deemed necessary to control an identified travel risk, the following procedure will also be followed.

In some circumstances, the School may remain open and operate a limited service, e.g. an alternative to regular lessons and/or a shorter day.

NOTE: This is NOT an emergency procedure. For all emergency incidents the Critical Incident Policy will be followed.

### PROCEDURE DURING SCHOOL HOURS

In the event of hazardous weather or other conditions likely to affect the safety of pupils, parents and staff while travelling to/from school, the following steps will be taken if a risk is assessed during the School day:

1. All parents will be informed via email that it may be necessary to implement the School Closure Procedure to expect changes to normal routines
2. The School website will be updated to advise of proposed changes
3. All parents will be kept regularly updated of the situation via text and email.
4. Once the Head Teacher makes a decision to close the School early due to hazardous weather conditions, all parents will be advised. Parents will need to

make immediate arrangements to ensure that their child or children are collected immediately once the School closure has been confirmed

5. The School may need to be closed earlier than 3:40 pm (after school clubs and care will be cancelled) to enable all children, parents and staff to travel home safely.
6. The School website will be updated to advise of school closure
7. The Head Teacher and one other staff member will remain on site to ensure all pupils and staff have left the building safely

#### PROCEDURE OUTSIDE SCHOOL HOURS

In the event of hazardous weather or other conditions likely to affect the safety of pupils, parents and staff while travelling to/from school, the following steps will be taken if risk is assessed overnight or before the start of the School day:

1. All parents and staff will be informed via email during the evening or early morning that it may be necessary to implement the School Closure Procedure and to expect possible changes to the normal routine
2. The Head Teacher will provide an updated time schedule so that parents will know when they can expect to receive information or to take action
3. Once the Head Teacher makes a decision to close the School due to hazardous weather conditions, all parents will be advised by email and by text message
4. The School website will be updated to advise of school closure
5. If conditions allow for the Head Teacher or a delegate to travel safely to school, she/he will make the journey to ensure that no parents have arrived at the premises. In this instance, supervision and/or care of pupils will not be provided in any circumstances

Claire Murdoch

Head Teacher

August 2023

Review approved by Deborah Livsey CEO

New Model School Company Limited

August 2023

Next Review date: August 2024