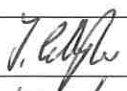




# QUEEN VICTORIA PRIMARY SCHOOL

## ADVERSE WEATHER POLICY

<b>Policy Date:</b>	October 2020
<b>Review Date:</b>	October 2023
<b>Signed by Chair of Governors</b>	
<b>Dated:</b>	14/10/20.
<b>Ratified</b>	Full Governing Body Meeting 14.10.2020



# **QUEEN VICTORIA PRIMARY SCHOOL**

## **ADVERSE WEATHER POLICY**

It is the aim of Queen Victoria Primary School to provide an uninterrupted service for its pupils throughout the year. It is our aim for the school to remain open in all weather conditions, including periods of ice and snow, whilst ensuring the safety of staff, pupils and visitors. It will be the Head Teacher who will make a final decision on whether it is safe for the school to open to pupils. This decision will be based on the following criteria:

1. Insufficient staff are able to attend school
2. Conditions on site are dangerous
3. Conditions are considered to be or are anticipated to become hazardous.
4. Any other risk assessment situations that may arise.

If the decision is taken to close the school then parents/carers will be notified via the school's website/text messaging service at around 7am or you can tune into your local radio station (Black Country Radio, Free Radio, Heart, Capital or BBC Radio) for regular updates on school closures.

There will be a member of staff available on site to advise and support parent/carers who arrive at site if the school is closed.

If the weather were to deteriorate during the school day, then updates about what actions the school is taking to ensure safety of pupils will be made on a regular basis. Parents/Carers will be notified via the school website/text messaging service if it is deemed necessary to close the school during the day. The school will never release a pupil from school premises in adverse weather conditions unless a parent collects them.

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

If it is decided that the school will open, but the road conditions are difficult, parents should ring the school to advise if they are going to be late. The school fully appreciate that in adverse weather children may arrive later than usual. Parents/Carers are requested to leave a message on the school's answerphone if they anticipate that they will be arriving late.

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.

With regard to staff, if the school is closed, then they would be expected to work from home.

## **Snow/Freezing Conditions**

In the event of snow or freezing conditions the School will:

1. Apply salt/grit to main vehicle and pedestrian access routes in an attempt to keep them clear.
2. Aim to ensure safe passage across the site as far as practically possible.
3. Clear snow/ice from building entrances and steps.
4. Make safe any hazards due to areas becoming unsafe i.e. snow falling from roofs, etc.

Our expectations of you as parents/carers/children/staff are:

1. To wear suitable clothing and footwear on school premises.
2. To notify the building team of any areas likely to affect safe passage.
3. To take due care of your own safety in adverse conditions.
4. To ask for support if you need to enter areas that have not been cleared.
5. To be vigilant when crossing less used areas.
6. To use the school website/text messaging service to obtain accurate information.

Parents, you are reminded that before and after school it is your responsibility to ensure that your children do not slide on the school playground or throw hard snowballs/ice.

## **Hot Weather**

In the event of extreme hot weather, the school will:

1. Place fans in the worst affected areas of the school.
2. Make sun screen available to all children.
3. Ensure that the children wear their sun hats (if they have brought one).
4. Ensure that they drink water regularly.
5. Keep children in the shade for a proportion of the lunch time or inside.
6. Put up the gazebos to provide some shade.
7. Ensure that staff are vigilant as far as they can be to avoid heatstroke.

Our expectations of parents/carers are:

1. To provide
  - Water/uncoloured flavoured water for lessons and break times
  - Water/cordial/uncoloured flavoured water at lunchtime
2. To provide sun hats.
3. To make clear to your child/children that they must wear their sun hat and that they need to alert staff if they feel unwell.
3. To apply sun screen before school. (We do have sun screen provided by the Health Authority to re-apply).

## **GDPR – Personal Data**

This policy is collecting personal data and accordingly adheres to the principles of data protection law. Further information on the lawful basis of using personal data can be found in the school's privacy notices. The personal data obtained will also be managed in line with the school's data retention policy. For further information, please refer to the school's data protection policy."

Policy Approved by Chair of Governors – October 2020

Policy Review date: October 2023