

Emergency School Closure (Bad Weather)

Policy & Procedure

2025 - 2027



Date of the last review:	New Policy for 2018. Reviewed September 2021.
Date of this review:	September 2025
Date of next review:	September 2027
Comments:	Additional LM responsibility for contacting staff via email.
Head teacher's Signature:	<i>E. Patel</i>
Review approved by the Governing Body	Shared with the HR, Premises & Financial Analysis committee via the Governor hub on 15.10.2025

Emergency School Closure

1. Introduction

In the event of unforeseen circumstances, severe weather and disruption to the local area we will endeavour to keep The Grove Partnership open and operating as normal. However in the event of adverse weather conditions and emergency situations, it may be necessary to make a decision to close the school for the health and safety of the staff and pupils.

2. Aims

The Grove Partnership will:

- Make all reasonable efforts to ensure school remains open as normal and partial closure will be considered before a decision is made to close completely. Practical consideration will be given to opening at a later time in the day in order to enable staff and pupils to have additional time to travel to school safely.
- Proactively monitor the forecast to initiate preventative measures to manage the risk of snow and ice.
- Meet the demands of changing situations and priorities, such as consideration to the temporary closure of the yard, increasing the hours of premises staff to deal with increased demand / levels of snow and ice.
- Maintain safe access, egress to the school as far as is reasonably practical.
- Provide increased levels of communication to try and prevent any unnecessary journeys to and from school, maintaining health and safety for all.

3. Focus

The Grove Partnership will make decisions on school closure focussing on the health, safety and well-being of our pupils, their families, staff and visitors to the school.

4. Decision to Close the School

The decision to close to the school will be made by the Head teacher in consultation with the Chair of Governors considering the following:

- Health & Safety – will remaining open constitute a significant risk to pupils and / or staff?
- Availability of staff – has the severe weather, natural disaster, emergency situation resulted in a significant number of staff being unable to attend school making it impossible to open?
- Are the conditions on site dangerous?
- Are the conditions considered to be, or are anticipated to become too hazardous to travel?

5. School Closure Procedure - Communication

Once the decision has been made to close the school, parents and staff will be informed via our text service linked to SIMS. A headline message will also be posted on the School website by our IT Manager.

In addition to this, the Business Manager will contact Oldham Council First Response Team to inform them of the required information so that the closure of the school can be entered onto the Council website. The Council will contact local radio stations so that the closure of the school can be broadcast.

In the event of heavy snowfall during the school day; a text message will be sent to parents/carers informing them that the school will be closing. Calls will be made to parents/carers to ensure that they are aware their child is going home and that they are comfortable with and in agreement with their means of transport.

8. Informing Staff

It is recognised that adverse weather conditions and disruptive situations, can and will, at times make travel to and from work difficult. However, staff are expected to make “all reasonable efforts” to reach their workplace. In the event of school closure staff will be informed via text generated from the School Management Information System (SIMS) and the chain of localised text messages/calls from staff teams. All Line Managers are expected to contact members of staff in their teams via text to ensure messages are relayed to all staff members.

The school SIMS system does not hold contact information for supply staff and a member of the admin team will contact each agency directly.

If the school remains open and staff are unable to attend work, each case will be looked at individually. Consideration will be given to whether the staff member has made every effort to attend work and if forms of communication have been consistent. Staff are not entitled to be paid for work that they have not carried out, however each case will be treated individually. If a member of staff is unable to attend work, consideration will be given to their role and what alternative options are available i.e. coming into work later / finishing early, working from home, making the time back, flexible working arrangements, taking their annual leave. Staff allocated a school laptop and work mobile phone are expected to have those devices with them at home and them not left in school.

11. Parents / Carers / Visitors

We recognise that there are occasional cases where some families are cut off, even if the majority of pupils are able to get into school. When the school is open but severe weather prevents a child attending, parents/carers must inform the school so that the Head teacher can justify authorising the absence to the Local Authority

If parents assume 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.

If it is decided that the school will open but the road conditions are difficult parents/carers are advised to ring the school to advise staff if their child is going to be late.

Any staff who have scheduled meetings on a day where school is closed are responsible for contacting the visitor and making alternative arrangements to meet either via teams or on another convenient date and time.

13. Implementation & Review

This policy will be shared with staff. It will also be available to parents via the school website and reviewed every 3 years.

14. Links with other Policies

This Policy links with other school policies:

- Health & Safety Policy
- Safeguarding & Child Protection Policy

Prepared by: C Emerson

Reviewer: C Emerson

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Date: September 2018 (date of next review: September 2021)

Date: September 2021

Date: September 2024

Date: October 2025