

Fairlawn



# Fairlawn Primary School

## Adverse Weather Policy

<b>Chair of LGB</b>	<b>Lesley Freed</b>
<b>Approval date:</b>	<b>February 2018</b>
<b>Review date:</b>	<b>February 2019</b>

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## 1 Vision

At Fairlawn School, our values of:

- Respect
- Responsibility
- Curiosity
- Resilience

## 2 Purpose

The purpose of this policy is:

- To keep the school open whenever possible
- To set the criteria for closure of school
- To clarify roles and responsibilities in adverse weather conditions

## 3 Guidelines

3.1 The school will make every effort to remain open whenever possible

3.2 The decision to close the school will be made by the Principal. The school will only be closed if one or more of the following conditions apply

- Insufficient staff are able to come in to keep the school running safely
- Conditions on site are dangerous
- Conditions are considered to be or are anticipated to later become too hazardous to travel

## 4 In the event of heavy snow before the school day starts

### 4.1 Parents

4.1.1 When school closure is a possibility, parents should find out whether the school is open by:

- Checking the school website <http://www.fairlawnschoolbristol.org/>
- Checking the school app (see Appendix 1 for download details)
- Checking the Bristol City Council website <https://www.bristol.gov.uk/schools-learning-early-years/school-closures>
- Listening to local radio stations (BBC Radio Bristol, Sam FM, Heart, Breeze)
- Checking the Bristol Post website

The school website will be the most up to date information which is then pushed to the school app.

- 4.1.1 If parents assume that the school is closed, but it is actually open, the absence will be recorded as unauthorised unless the Principal is satisfied that there are exceptional circumstances.

## **4.2 The School**

- 4.2.1 The Principal will decide whether the school will open taking into account the conditions at the school and the ability of staff to get to school safely (see para. 3.2).
- 4.2.2 If the Principal decides the school will close they will update the school website accordingly which will then push through to the app.
- 4.2.3 If the school is closed, the administrator will contact Bristol City Council (see Appendix 2 for contact details).
- 4.2.4 The school fully appreciates that in bad weather children may arrive later than usual.
- 4.2.5 The school will have a procedure in place to ensure that all staff know their roles and responsibilities (see Appendix 2).

## **4.3 Staff**

- 4.3.1 Staff are to inform the school office if they are able to walk to school
- 4.3.2 Staff are to contact the school office via phone or email
- 4.3.3 Details for school staff are detailed in section 18 of the Venturers Trust staff handbook

## **5 In the event of heavy snowfall during the school day**

- 5.1 If there is heavy snowfall during the school day the Principal will decide whether it is necessary to close the school. The office will contact parents via the website and app and ask that they pick their child/children up from school as soon as possible.
- 5.2 The staff that live furthest from the school and/or who live in areas which are more rural will be permitted to leave at the earliest opportunity.
- 5.3 A skeleton staff will remain in school until all of the children have been collected. If a parent rings requesting they pick their child up early due to the weather, and the decision has not been made to close the school, these requests will be considered on an individual basis by the Principal.

## Appendix 1:

### Downloading the school app

1. Visit the App Store or Google Play
2. Search for 'Clever Box School Connect'
3. Search for Fairlawn Primary School (make sure that it is the Fairlawn School in Bristol as there are other Fairlawn Schools in the country)
4. Click 'Add to My Schools'

## Appendix 2:

### Roles and responsibilities in the event of adverse weather conditions

Role	Responsibility
Staff	To inform the school of whether they can walk to school or not.
Caretaker	Once arrived at school, contact Principal to inform of situation on site and the status of the heating.
Caretaker	Clear main entrance into school. Clear paths to the buildings.
Caretaker	Keep in contact with the Principal regarding clearance of site.
Administrator	To inform Principal of the status of staffing.
Principal	To use para 3 to make the decision to close the school.
Principal	To inform the Chair of the Local Governing Body that the school will close.
Administrator	To call Bristol City Council: <ul style="list-style-type: none"><li>• Between 5 pm and 8 am, Monday to Friday and weekends, ring 0117 922 2050;</li><li>• Between 8 am to 5 pm, Monday to Friday, ring 0117 903 7707</li></ul> The password for the school closure is held by the senior leadership team and the school administrator.
Staff	To keep the school up to date on arrival time to school.

## **Appendix 3:**

### **Adverse weather conditions and school closure information for website and app (information for website and poster)**

#### **Adverse weather conditions and school closure**

These are our procedures during adverse weather conditions – this includes snow. Please be assured that we will try to keep the school open. The only reason will close is if:

- there are not enough members of staff in school;
- conditions on site are dangerous;
- conditions are considered to be or are anticipated to later become too hazardous to travel.

#### **In the event of heavy snow before the school day starts**

When school closure is a possibility, parents should find out whether the school is open by:

- Checking the school website <http://www.fairlawnschoolbristol.org/>
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