

INCLEMENT WEATHER POLICY

1. INTRODUCTION

- 1.1 This Policy is to cover situations when weather conditions lead to the closure of school or an earlier than usual closure of school.
- 1.2 This is for extreme weather conditions that lead to safety concerns for pupils travelling to and from school or safety concerns with the condition of the school grounds.

2. ROLE OF TRUST BOARD & COMMITTEES

- 2.1 This is an operational matter and responsibility for devising and implementing this policy has been delegated by the Trust Board to the Principal.

3. ROLE OF PRINCIPAL & SENIOR LEADERSHIP TEAM

- 3.1 The final decision to close the school will be made by the Principal & Senior Leadership team following a site inspection from the Site Manager or their deputy.

4. SITE INSPECTION

- 4.1 The Site Manager will assess the school walkways and outside spaces, make sure there is no risk of disruption to heating or electricity supply and assess the capacity to clear any snow.
- 4.2 The Site Manager will contact the Principal or designated Senior Leadership team member before 7am, or as early as possible, to discuss any concerns about the condition of the grounds.

5. STAFF

- 5.1 Staff are required to contact the school before 7am if they are unable to travel to school on the day of the inclement weather.
- 5.2 If the minimum number of staff required to operate safely is unachievable the school leadership team will need to make the decision to close the school.

6. SCHOOL BUSES

- 6.1 If the bus company are unable to run the bus services the school will be closed by the leadership team as pupils will not be able to get to and from school.
- 6.2 If inclement weather starts to disrupt the grounds during the school day the buses will arrive earlier in the day to take pupils home whilst it is safe to do so.

7. COMMUNICATING A SCHOOL CLOSURE

- 7.1 Any school closures will be communicated by contacting local radio stations, an update on the school website, the schools automated text message system, twitter and via a Parentmail to inform all parents.
- 7.2 Parents must keep contact details on Insight as up to date as possible to ensure that messages regarding school closure do not go unnoticed.
- 7.3 Solihull Metropolitan Borough Council's communications department will be advised of the closure to further communicate the closure of the school via their own website and social media outlets.
- 7.4 The closure should be announced before 7am if possible to ensure that pupils and staff have not already started their journey to school before the announcement.

8. POLICY AUTHOR

- 8.1 The author of this policy is the Finance Assistant. They should be contacted for any points of clarification or suggested future amendments.

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