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*An Academy within the Hales Valley Trust*

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# Woodside Primary School and Nursery

Care – Aspire – Achieve

## Severe Weather Procedures

(including school closures)

Reviewed September 2022 – S.Bloomer

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[www.woodside.dudley.sch.uk](http://www.woodside.dudley.sch.uk)

## Severe Weather Policy

Whenever possible Woodside Primary School and Nursery will remain open. However, our paramount concern is the safety of the Woodside community, our pupils, parents / carers and staff, many of whom travel a long distance into the School each day.

In the event of extreme weather conditions, such as heavy falls of snow or extreme icy conditions, the School and Nursery may have to be closed, until we can ensure that the site is safe. The CEO will make any decisions.

### **If the severe weather occurs overnight:**

A decision as to whether to open the School and Nursery will be made as promptly as possible.

Staff will be notified via Parentmail.

Parents / Carers will be informed via Parentmail in the first instance, as well as local radio stations (Free, BRMB, Heart); the telephone answering machine message (01384 818245) will be changed to inform anyone calling the site and in the case of a blanket closure across all Dudley schools a message will be posted on the Dudley MBC website ([www.dudley.gov.uk](http://www.dudley.gov.uk)).

**Staff and Parents / Carers from school will all be notified via the Parentmail messaging service, so it is vital that all contact details are kept up to date and that parents access the Parentmail App.**

### **If the severe weather starts during a school day:**

It may be necessary to close the School and Nursery early and make arrangements to send pupils home.

In making a decision, due regard will be given to advice and information from appropriate sources, e.g. Met Office severe weather warnings, police and motoring organisations.

Parents/Carers will be informed by Parentmail message and asked to collect children from their usual collection points.

Staff will be sent home throughout the day as the pupil numbers lessen, with priority given to those members of staff who have the furthest to travel or with mobility problems.

### **Principles:**

- The School and Nursery will endeavour to communicate access problems at the earliest opportunity. This will be done via Parentmail message.
- Senior staff should keep a copy of the Snowline at home if they are required to contact other agencies to advise of a closure.
- All staff should keep a copy of the main telephone number: 01384 818245.

- It is expected that all staff will make every reasonable effort to get to work. Where normal travel arrangements have broken down, all possible alternatives should be explored.
- However, the School and Nursery recognises that health and safety considerations are of paramount importance, and staff should not take unnecessary risks.
- Where any individual member of staff is unable to get to work, or are likely to be significantly delayed, they must inform their line manager at the earliest opportunity, and, if appropriate, give an indication of expected arrival time.
- Where a member of staff arrives at work late due to severe weather conditions they will not be required to make up the lost time and will not suffer any loss of pay.
- Wherever possible, employees should speak directly with their line manager, bringing issues relevant to that day's work to their attention.