

The Croft Preparatory School

Extreme and Severe Weather Procedure



In times of extreme weather conditions, such as excessive cold or heavy snow, careful consideration will be given to the well-being of the pupils and staff and to maintaining a productive learning environment.

Where possible, it is the policy of the School to remain open, subject to the safety of our pupils and staff.

The school's website will contain up to date information.

In Preparation

If heavy snow is forecast, a warning will be sent out to parents by email and placed on the school website.

Will the School run as normal on these days?

In the event that the School is operating with a smaller number of staff, the teachers available will organise a programme of events on a daily basis.

Upon arrival at School in extreme weather

Pupils should go to the following locations:

Prep children	-	Theatre
Years Reception, 1 & 2	-	Theatre
Little Crofters	-	Normal classrooms

Pupil Footwear

Parents are asked to ensure that pupils coming into school in snowy conditions arrive in boots or wellies, and bring their school shoes to change into. This ensures that they remain warm and dry in school, with the option to explore the snow during break times, where it is safe and appropriate to do so.

What happens if there is a need to close early?

Once the School is open, we will aim to remain open until the end of the school day. In the event of extreme weather, or loss of services during the day, we will immediately announce an early closing on the School website, and contact parents to inform them. As the number of pupils remaining decreases, the children still awaiting collection will be taken to the Theatre, and await collection from there.

FAQ's

Q. I have a long journey home; can I collect my child early?

A. **Yes. Please ensure you sign your child out at the school office.**

Q. Will you still run Late Duty and Prep?

A. **We will run Late Duty for Pre-Prep and Early Years pupils with siblings in Years 3 – 6.**

Q. Will Wraparound be provided?

A. **Yes, if it is safe for pupils and staff to remain on site.**

Q. If my child does not attend due to extreme weather, how will his/her absence be recorded?

A. **The absence will be recorded as AUTHORISED.**