

The Croft Preparatory School

Extreme and Severe Weather Procedure

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

This procedure contains the guidelines to be followed in the event of difficult weather conditions.

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.

When will a decision be made and how do parents and staff know?

The Directors of the School, in conjunction with the Headmaster, will make a decision whether to open the School or not.

This decision will be based on:

- Is access to the school safe for children, parents and staff?
- If access is dangerous, can it be made safe before the arrival of children, parents and staff?
- Can enough staff members get to school to ensure an appropriate adult/child ratio?
- Are conditions likely to deteriorate during the day, impacting on the safe collection of children?
- Can the School provide meals for the children?
- Does the School have sufficient heating?
- Are the toilets working and is drinking and hand-washing water available?

Key Staff Contact Telephone Numbers

MAIN SCHOOL NUMBER: 01789 293795

SH 07776 256761

BT 07714 008863

MC 07921 770373

EB 07806 822541

JT 07789 768498

VA 07801 171816

Travelling to School in Extreme Weather

Staff members are asked to make every reasonable effort to get to school, although they must make a judgement about the safety of travelling in the extreme conditions. Members of staff are asked to contact the School (via Edupay) to let the Headmaster know if they are **unable** to get to school. If



colleagues do not feel that they can drive due to the conditions, lift-sharing is a possibility. Staff, pupils and parents are warned to exercise caution if they decide to walk into school, as the top end of Loxley Road can be very hazardous due to the lack of a pavement.

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. This programme will obviously differ significantly from the usual daily timetable and routines.

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.

Appendix 1

Website Message for Extreme/Severe Weather

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

Where extreme weather has been forecast an email will be sent, with website updated, warning parents of potential extreme/severe weather.

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.**

Appendix 2

Schedule of Actions for Extreme and Severe Weather

	Action	Responsibility
Where heavy snow/extreme weather are forecast		
	An email, warning of potentially extreme weather.	Admin staff
	Add Extreme Weather information to the website.	Admin staff
Where heavy snow has fallen overnight:		
	The Directors to liaise with the Headmaster to decide whether it is appropriate to open the School.	Headmaster & Directors
	The Estates Manager to liaise with the Business Manager and the Headmaster regarding school opening. Then to open up the School, clear essential paths, lay down salt/sand, and check all heating.	Estates Team
	Staff members UNABLE to get into school that day to update their EduPay .	All staff
	Where the School is to remain closed, an email will be sent to all parents and staff informing of the decision. Staff and parents should assume the School will be open unless they hear otherwise.	Headmaster
	The website is updated.	Admin staff
Arrival at School in extreme weather	<p>Upon arrival at School in extreme weather, staff are permitted to park in the Castle Car Park.</p> <p>Then please assemble in the following locations:</p> <p>Prep staff - Theatre</p> <p>Years Reception, 1 & 2 - Theatre</p> <p>Little Crofters - Normal classrooms</p> <p>If there is a power cut, everyone is to assemble in the Theatre.</p>	All staff
	After ascertaining levels of staffing/pupil numbers, a decision will be made whether to progress with the normal timetable – maybe combining some classes – or whether to adopt a more ‘creative’ approach.	Headmaster/Deputy Head
	The Catering Manager to establish which kitchen staff are available and ascertain whether supplies will be delivered or use pre-organised emergency lunch. If no lunch is possible, inform the Headmaster as soon as possible.	Catering Team
	An email message is sent to parents if the School is open and operating in extreme conditions.	Admin
	The website to be kept updated on a daily basis.	Admin