



The  
**Coombes**  
CE Primary School



# Snow and Adverse Weather Policy



## 1.0 Introduction

1.1 The school will make every effort to remain open whenever possible.

1.2 The decision to close the school will be made by the Head Teacher. 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.

## 2.0 In the Event of Heavy Snow Before the School Day Starts

### 2.1 Parents

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

- Checking Wokingham Borough website [www.wokingham.gov.uk/community-and-safety/emergencies/borough-alert](http://www.wokingham.gov.uk/community-and-safety/emergencies/borough-alert) to see if The Coombes is on the list of the schools that are closed.
- Listening to Radio BBC Berkshire (94.6 - 104.4 MHz) and Heart Radio (97 – 102.9 FM) or visiting [www.heart.co.uk/news/school-closures/thames-valley](http://www.heart.co.uk/news/school-closures/thames-valley)
- Checking the school website at [www.thecoombes.com](http://www.thecoombes.com)
- Checking parentmail for notification
- Checking the school facebook page “our coombes”
- Checking twitter @Coombes\_School

2.1.2 If it is decided that the school will open, but the road conditions are difficult, parents should ring the school to advise that they are likely to be late. The phone lines may be busy so please email [attendance@coombes.wokingham.sch.uk](mailto:attendance@coombes.wokingham.sch.uk)

2.1.3 If parents assume that the school is closed, but it is actually open, the absence will be recorded as unauthorised unless the Head Teacher is satisfied that there are exceptional circumstances. (see para. 2.3.2)

### 2.2 The School

2.2.1 The Head Teacher will decide whether the school will open by taking into account the conditions at the school and the ability of staff to get there.

**2.2.2** If the Head Teacher decides the school will close he/she will update the WBC website on [schools.alert@wokingham.gov.uk](mailto:schools.alert@wokingham.gov.uk) and send a Parent Mail to parents advising them of the closure. The Head Teacher will start the snow cascade to staff.

**It is important for Parents to undertake the action at 2.1 above in case the parent mail system is slow due to the number of schools trying to use it.**

**2.2.3** The school fully appreciates that in bad weather children may arrive later than usual.

**2.2.5** If there are adverse weather conditions in the morning the Head Teacher will open the main school gates at 08.35 and children can go straight to their classrooms.

### **2.3 Exceptional Circumstances**

**2.3.1** The School recognises that there may be cases where families are “cut off” due to particular difficulties in the area in which they live.

**2.3.2** In such cases parents should advise the Head Teacher of their particular circumstances so they can justify to the Local Authority why the absence should be authorised.

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

**3.1** If there is heavy snowfall during the school day the Head Teacher will decide whether it is necessary to close the school and after school club provision.

**3.2** The office will contact parents via Parent Mail and ask that they pick their child/children up from school as soon as possible.

**3.3** The staff that live furthest from the school will be permitted to leave at the earliest opportunity.

**3.4** A skeleton staff will remain in school until all of the children have been collected.

**3.5** 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 Head Teacher.

### **4.0 Wet Morning Breaks**

**4.1** The Head Teacher will decide if the weather is bad enough for a ‘wet’ break.

**4.2** If a wet break is declared no children must be left unsupervised. One member of staff (Teacher or Teaching Assistant) should remain in the classroom to supervise break with all children remaining in their own classes.

**4.3** Members of staff who stay in the classroom during the ‘wet break can take a break once lessons have resumed.

## **5.0 Wet Lunchtimes**

**5.1** The Head Teacher will decide if the weather is bad enough for a 'wet' lunchtime.

**5.2** If a 'wet' lunchtime is declared the Lunchtime Supervisors will supervise the children with the support of other school staff. No children must be left unsupervised.

## **6.0 Equality Implications**

There are none associated with this policy.

Approved :     January 2019

Review :        January 2020