



LORETO PREPARATORY SCHOOL
Dunham Road, Altrincham, Cheshire WA14 4GZ
Telephone: 0161 928 8310
Registered Charity No. 250607

Adverse/Extreme Weather Conditions Policy

It is the policy of the school to make every effort to remain open whenever possible.

The decision to close the school either before or during the school day will be made by the Headteacher. 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.
- No member of staff who is a Qualified First Aider is able to get into school.
- Conditions on site are dangerous.
- Conditions are considered to be or are forecast to become too hazardous for travel.
- Emergency vehicles would be unable to access the grounds

If the school is to close:

- The Headteacher will instruct the Office Manager to alert parents by text and email via Parentmail. Decisions will be made as early as possible to give good notice to parents and avoid delays on Parentmail because of heavy usage.
- Parents will also be advised that up to date information will be posted on the website www.loretoprep.org.uk and advised to check the site on a regular basis.

Please note that the school **is not** able to take advantage of radio publicity, as this is afforded to state schools only, through a link with the LEA.

The school will make all practicable efforts to keep parents informed regarding any situation **with** the school during adverse weather conditions, as we appreciate that such conditions and the uncertainty place very considerable difficulties upon parents. However, parents are expected to check the website and their mobile phones and email inboxes when it is clear that a closure is a possibility.

The school appreciates that during bad weather children may arrive later than normal. Parents should endeavour to contact the school to let them know they are on their way if likely to be delayed.

The school recognises there will be isolated instances where families are cut off, even when a clear majority of children can get into school. In such instances parents should inform the school of the circumstances of this exceptional situation, as the school has a duty to clarify the circumstances of each case in order to formally authorise the absence.

Parents acting on the assumption that the school will be closed without gaining confirmation, or failing to inform the school of the circumstances that prevent the child coming into school risk their child's absence being registered as unauthorised. Where the school is officially closed, all absence is counted as authorised absence.

In the event of the school having to close **during the day** due to unforeseen worsening weather or similar unforeseen circumstances, parents will be contacted in the first instance by text alert and email via Parentmail or by phone either at home or work and asked to collect their child/ren. Such an early release will only be contemplated in very extreme circumstances.

Parents should be aware that the school has no overnight facilities.

In the event of snow some pathways will be cleared and salted. Parents, children and visitors should be aware that pathways, even where cleared, do remain dangerous. Children will also be reminded of this in assembly.

Before and after school opening hours, parents are responsible for ensuring their children do not slide on the school premises.

In icy conditions the caretaker will prioritise the pedestrian areas and salt the pavement that runs from the Drop Off Zone to the main entrance, the footpath to the main road and the staff entrance.

Every effort will be made to keep the car park clear and navigable.

During significant adverse weather conditions, but with a 'skeleton staff' – that is a number of staff sufficient to manage pupil numbers safely, the children will not be taught 'new' topics in the curriculum, but a revision programme of work will be taught.

In the Headteacher's absence, the senior teacher on site will assume responsibility for making all decisions relating to the Adverse Weather Policy.

*Reviewed Spring 2013, Spring 2016
Next review Spring 2019*