

# **St Luke's RC Primary School**

## **Inclement Weather Policy**



**“At St. Luke’s School we follow the example of Christ by being God’s disciples here on Earth. We strive to be the best that we can be, to do the best that we can do and to make God proud.”**

<b>Policy Number</b>	2
<b>Target Audience</b>	All Stakeholders
<b>Approving Committee</b>	FGB
<b>Last Review Date</b>	November 2025
<b>Next Review Date</b>	November 2027
<b>Policy Author</b>	Mrs Kerrane

<b>Version Control</b>			
<b>Version No</b>	<b>Date Approved</b>	<b>Reviewed By</b>	<b>Changes</b>
V1	July 2020	Mrs Kerrane	New template
V2	November 2025	Mrs Kerrane	School Business manager to office manager Times to notify Headteacher Radio Station removed

## **Introduction**

The purpose of the document is to:

- Ensure the safety and wellbeing of all pupils and employees should a school have to deal with severe, inclement weather; and
- Ensure that all employees and parents are clear about their roles and responsibilities in the event of severe weather or school closures.

Inclement weather can be defined as snow, ice, and fog, which render journeys extremely hazardous.

Extremely hazardous includes those conditions in which the appropriate authorities advise people not to make unnecessary journeys or indeed travel at all.

The decision to close a school unexpectedly is not taken lightly; it is a decision which will be made by the school (Headteacher). In all cases we will seek to avoid a school closure unless it is absolutely necessary.

The School aim is to maintain a service to parents and pupils for as long as is reasonably practicable. However, the interest and safety of children and staff are paramount under these circumstances.

## **Procedures**

Once a decision to close the school has been made the Headteacher will:

- Inform the Asset Development Team, Children's Services Telephone 0161778 0447 or email [paula.flynn@salford.gov.uk](mailto:paula.flynn@salford.gov.uk) of the closure.
- Notify the Chair of Governors.
- Contact staff to inform them that school is closed.
- Update the School website advising parents that school is closed. – [www.stlukesrc.co.uk](http://www.stlukesrc.co.uk)
- Contact parents via ParentApp to inform that school is closed.
- Leave a message on the school answer phone advising that school is closed (0161 5670560).

The Headteacher will try to make a decision as to whether school will remain closed the day after by 4pm. If school is to remain closed the above procedures will be repeated.

A return to school will be notified to parents by email and to staff by text message.

The school website and answer phone message will also be updated.

## **Responsibilities**

Parents:

- Keep school informed of any changes to email addresses and contact details.
- Check emails and the website during inclement weather.

Staff:

- Keep school informed of changes to mobile phone numbers / contact details.

- Contact the Headteacher by 7am by telephone if you are unable to get into school during inclement weather.
- Check mobile phone and the website for updated messages.

Headteacher:

- Keep the Chair of Governors informed.
- Keep the Local Authority informed.
- Ensure that parents are kept informed.

### **Responsibilities and Considerations to be taken into account of on deciding whether to close or reopen school**

Headteacher:

- Risk Assessment to be carried out to ascertain whether it is safe for children to come to school to include:
  - Staffing levels
  - Pathways and playground safe to walk on
  - Car Park Facilities safe
  - Risk of slipping on floors inside school
- Identify which members of staff live close enough to school to be able to make it in.
- Consider if any classes should be prioritised for keeping open / closing.
- Consider the possibility of opening later and closing earlier.
- Consider advising staff / children to wear sensible clothing and footwear.
- Check heating system regularly.
- Check stocks of rock salt.
- Check that matting in entrance areas is in good condition.
- Ensure suitable equipment for removing snow is in school and easily accessible.
- Ensure that pathways are maintained.

Staff:

Please take note of the following:

- Please ensure that the school office manager has your up to date mobile phone number, home number and email address.
- Please let the school office manager know if you feel that you are within walking distance of school.
- If you are unable to travel to school on any day please contact the Headteacher by telephone message by 7am
- Please check the school website for updates
- If a decision is made to close school a text message will be forwarded to you. A message will also appear on the school website and our Facebook page.
- A decision on whether school will remain closed will be made by 4pm if at all possible. You will be notified by text and the school website once the decision has been made.

Caretaker:

During periods of bad weather attend to the procedures below before undertaking normal duties:

- Contact Headteacher by 7am should you feel school playground / pathways to be unsafe.
- Ensure we have a good stock of rock salt and that this is accessible to all staff.
- Ensure snow shovels are accessible to all staff and in good order.
- Regularly check the heating systems.
- Check water and temperature levels in boiler rooms.
- Check that all radiators are in good working order
- Ensure pathways are kept clear if at all possible.
- Ensure that you have the contact number for boiler repair / maintenance people.