

SAWLEY INFANT & NURSERY SCHOOL



Adverse Weather Policy

Approved by:	Academy Governing Body
Date:	30.11.20
Minute no:	12.13
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VERSION	DATE	AUTHOR	CHANGES
V1.0	Oct 2016	Based on DCC model	Reformatted to update layout. Content not changed from Feb 14 version
DRAFT v2	Nov 20	Reviewed by DD	Reviewed & updated
V2	Nov 20		Approved by AGB

This policy is a joint approach to adverse weather with Sawley Junior School. This is the Sawley Infant & Nursery School version of the policy.

Policy Statement

The education of our children is our utmost priority. Wherever possible, the Sawley schools will endeavour to remain open during adverse weather conditions, providing this can be done in a safe manner that does not give rise to danger to users of the site.

Purpose

- To ensure a clear policy and procedure in relation to operating the school during adverse weather conditions
- To define the grounds for a school closure due to adverse weather conditions
- To advise and inform staff and parents of the systems and procedures in place in the event of a school closure due to adverse weather conditions

Site Specific Considerations

Sawley Infant & Nursery School and Sawley Junior School occupy the same site and share site entrances and a driveway. The duty of care in these shared areas falls jointly on both schools and as such any decision to close the site on the grounds of safety in these shared areas will be made jointly.

In the event of snowfall overnight the following considerations will be taken into account before a decision to close is made:-

- Are there enough members of staff to be able to provide satisfactory care at the appropriate ratios. Safe operating ratios are as follows:-
 - Nursery : 1:13 ratio including 1 teacher and 1 non-contact senior leader
 - Infant School: 1:30 ratio including 4 teachers and 1 non-contact senior leader
 - Junior School: 1:32 ratio including 5 teachers and 1 non-contact senior leader
- Are the school grounds sufficiently safe for children, parents and staff?
- Is the severity of the weather conditions on such a major scale that it is unlikely that many people will be able, physically, to make it into school?
- Are school utilities in good working order to provide heating, lighting and water across the site?
- Can the school provide lunch for the children?
- Are external agencies, e.g. police, local government, motoring organisations advising against school travel in our region?

The Senior Leadership Team (usually the headteachers) will consult regarding closure due to severe weather.

Where a decision to close is made, the SLT will ensure that:

- The decision is made as soon as possible – preferably before 7.30am.
- All staff are informed via text message.
- Parents/carers are informed via the Parentmail facility.
- The school website is updated.
- Closure information is shared with appropriate council websites and radio stations.

- The headteacher has overall responsibility for ensuring effective implementation of this policy, though individual tasks may be delegated to others.

There may be occasion when a late start to the school day will be considered. e.g.

- additional time needed to make the school site safe;
- additional travelling time for staff due to road conditions and the effect on safe operating pupil ratios.

In the event of late opening, parents and carers will be informed using the procedures set out above.

If the school is to remain closed for a second day, a decision will be made by 6pm the same day.

Staff attendance in the event of school closure

If a decision to close due to severe weather conditions is made, staff are not expected to travel to work. They should work from home on planning, marking, data analysis or preparation of teaching resources.

Staff attendance due to severe weather in their own home area

Staff should make a judgment about the safety of travelling in adverse weather conditions and inform the headteacher as soon as possible if it is unsafe to do so - preferably before 7.00am as this information may contribute to any closure decision regarding staffing numbers.

In the event of heavy snowfall during the school day

In extreme circumstances, when adverse weather is predicted or breaks out during the school day, a decision may be made to close the school with immediate effect. The decision to close the school during a working day is not taken lightly but the over-riding principle is the safety of pupils and staff.

Where a decision is taken to close during the school day, parents will be informed in the usual way by Parentmail, by updating the website and via the Derbyshire County Council school closures website.

Parents/carers will be expected to make arrangements for their children to be collected as soon as possible.

Clearance of Snow

Within the school site, the Sawley Schools are responsible for snow clearance: the clearance of school paths is the specific responsibility of the caretaking staff. When severe weather is forecast, the caretaking staff should be tasked to lay salt/grit on arrival. If heavy snow falls overnight or over a weekend, the headteacher and caretaking staff should be in regular contact to ensure the safety of the premises. **The clearance of public roads and public footpaths is the responsibility of the Highways Department and the LA and NOT the school.**

Where the school remains open in snow or ice

When there has been snowfall or the school site is icy and the school remains open, in order to allow for snow clearance and gritting, access to the site for pedestrians will be restricted to:-

- the pedestrian gates adjacent to the main site entrance;
- the lower pedestrian gate on the junior school playground;

Caution signs to warn users of the increased hazards on the site will be displayed at each entrance; the signs will advise pedestrians entering the school site to stay on the cleared pathways.

The priority for snow clearance/gritting are on the pedestrians routes described above. Staff wishing to drive onto school premises do so at their own risk however every effort will be made to grit these areas where time allows. Staff are advised when leaving their vehicle to take a direct route onto one of the cleared and gritted pathways.

Playground

During adverse weather conditions, parents and carers are advised to take care at all times, especially if waiting in un-cleared areas at drop off or collection times

Children's access to the playground during adverse weather conditions will be considered carefully by staff. The field may be used as an alternative area if the playground is icy or slippery but consideration will be given to weather conditions on the day.

Appendix A

Guidance and Procedures for Caretaking Staff

Appendix B

Closure Reporting Guidance for Senior Leadership **Junior School**

Appendix C

Closure Reporting Guidance for Senior Leadership **Infant School**

Appendix D

Derbyshire Closure reporting guidelines

Appendix E

Adverse Weather Policy – Parent/Carer Version

Appendix F

Derbyshire County Council Snow Clearance Guidance Information

Appendix G

Gritting Record

Appendix H

Safe Winter Driving for Staff

Preparation

- Ensure appropriate levels of grit/salt are available
- Snow clearance equipment in good working order and within easy access
- Clearly understood protocol/procedures
- Familiarisation with DCC snow warden training materials
- Ensure personal/emergency contact details are up to date
- Prepare warning signage
- Suitable PPE available

Preventative

- Grit main paths - as identified on the adverse weather plan
- Ensure signage is displayed on main entrances when paths have been gritted or cleared

Action following adverse weather

- Caretakers to work jointly to ensure personal safety (Suitable PPE worn and intake of warm drinks)
- Ascertain level of risk based on amount of snowfall/ice present on school grounds and liaise with Head teachers
- Judge if it is possible to clear designated paths before 8.45am and liaise with staff

If school remains open

- Clear snow from designated routes
- Clear Junior fire escape steps
- Grit cleared areas
- Signage displayed at entrances to inform pedestrians
- Regular liaison with Senior Leadership Team as necessary

If school closes

- Continuing to work jointly; complete usual security and locking up procedures.
- Inform Headteachers when premises are secure.

Record keeping

- Complete **gritting record** form whenever grit is used on the school grounds

Closure Reporting Guidance for Senior Leadership – JUNIOR SCHOOL

It is the headteacher's responsibility to ensure the following steps to inform parent/carers of closure are completed.

1. Update the school website using the set text below.

- a. **Scrolling banner** – *Date: School closed due to bad weather. See News for further information.*
- b. **News** – *For safety reasons, school will be closed today (insert date). We will update this news item as soon as possible when a decision is made regarding tomorrow. We will endeavour to inform you of any further closure before 6pm this evening. The decision making process used to assess site safety is clearly set out in our ~~Snow Policy~~ Adverse Weather Policy which can be found on the Policies page on our website (or add a link if time.)*

2. Inform parents/carers via Parentmail.

- a. Go to www.Parentmail2.co.uk
- b. UN – info@sawley-jun.derbyshire.sch.uk
- c. PW – sawl3y
- d. Click 'Mobile' in the left hand column.
- e. Click 'New' in the top right hand corner.
- f. Subject – 'School Closure + date' – or use the saved 'Template'
- g. INSERT: *School will be closed today due to bad weather. Please check the school website for further information.*

3. Send email notification to Derbyshire.gov.uk as detailed below.

School Closures Notification Guidance at www.derbyshire.gov.uk.

The following email addresses are registered:-

Headteacher@sawley-jun.derbyshire.sch.uk
l.taylor@sawley-jun.derbyshire.sch.uk
clarew2@sawley-jun.derbyshire.sch.uk

Closure Reporting Guidance for Senior Leadership – INFANT SCHOOL

It is the headteacher's responsibility to ensure the following steps to inform parent/carers of closure are completed.

1. Update the school website using the set text below.

- a. *For safety reasons, school will be closed today (insert date). We will update this news item as soon as possible when a decision is made regarding tomorrow. We will endeavour to inform you of any further closure before 6pm this evening. The decision making process used to assess site safety is clearly set out in our Adverse Weather Policy which can be found on the Policies page **on** our website. (or add a link if time).*

2. Inform parents/carers via Parentmail.

- a. Go to www.Parentmail.co.uk
- b. UN – enquiries@sawley-inf.derbyshire.sch.uk
- c. PW – colour 1
- d. Click 'Mobile' in the left hand column.
- e. Click 'New' in the top right hand corner.
- f. Subject – 'School Closure + date' – or use the saved 'Template'
- g. INSERT: *School will be closed today due to bad weather. Please check the school website for further information.*

3. Send email notification to Derbyshire.gov.uk as detailed below.

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The following email addresses are registered:-

headteacher@sawley-inf.derbyshire.sch.uk
enquiries@sawley-inf.derbyshire.sch.uk
marieharral@me.com

School Closures Notification Guidance at www.derbyshire.gov.uk.

Our school closures system allows you to notify us of emergency school closures and publish this information directly to www.derbyshire.gov.uk.

Through the secure email system it will take just a few minutes to get information about your closure onto the website where parents, staff and others can find it.

These instructions provide a step-by-step to using the email system to send us your closure information.

1. Sending a closure notification

2. Sending a test message

3. Registering/Removing email addresses

Problems or questions

If you have any problems using our system to notify us of an emergency school closure or you have any questions or suggestions, please contact econtent@derbyshire.gov.uk.

1. Sending a closure notification

To send us notification that your school is closed, follow the steps below. Please remember, you should only send one email, from one of your authorised email addresses, so the notification isn't duplicated on our website.

There are just five steps to sending us your notification:

a. Compose a new email

Compose or open a new email message using your normal email client (Outlook, Gmail etc.)

b. Add the email recipient

Enter the following email address as the recipient of your email.

send-UKDCC.UKDCC_3077@request.govdelivery.com

c. Add the email subject

Enter the name of your school as the subject of your email.

Please do not include anything else apart from the name of your school in the email subject.

d. Add any additional information

In the body of the email you should include any additional information that you want to tell people about. For example this may be that you are open for certain year groups or will review the situation at a given time.

Please do not include links to other websites or email addresses and keep the brief, preferably no longer than 30 words.

e. Ending your message (IMPORTANT!)

This step is very important to make sure that any additional information that you have added will be sent and displayed correctly on the www.derbyshire.gov.uk website.

Please read the instructions below carefully.

At the end of your message, please include the words **END OF MESSAGE**.

Please make sure that you do this using **capital letters!**

Then also remove any email signatures or footers from the message before you send it.

f. Send your email

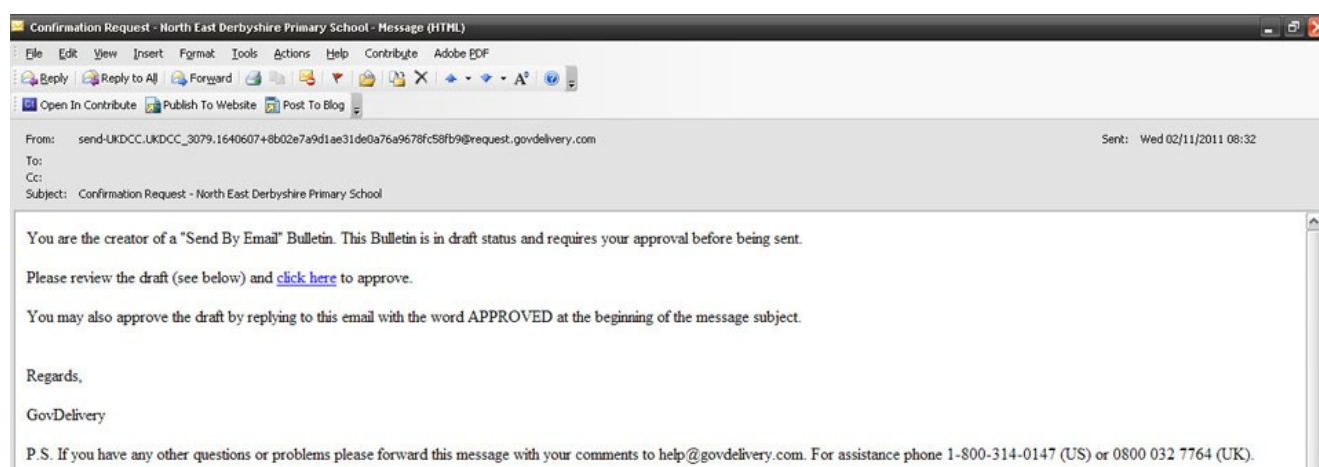
Send your email in the usual way using your email client.

g. Confirm your notification

You will receive a confirmation request email from GovDelivery. This is sent for security reasons to verify that the notification was a genuine one, and was made by you.

If you don't receive this confirmation request within a few minutes, check your spam folders to make sure the email hasn't been delivered there. Also, double check that you sent the email from one of the authorised email addresses for your school. The system will not accept any requests from unauthorised email addresses.

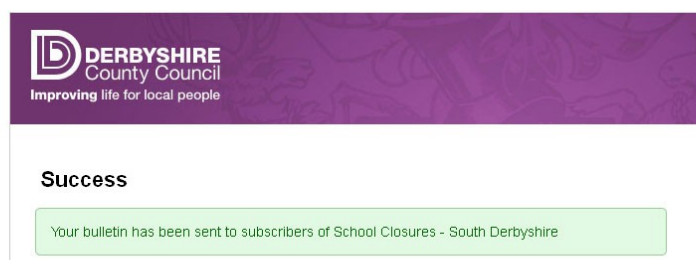
This email will look similar to the one below.



Click the link within the email to confirm your notification.

h. Confirmation

You will then be taken to a confirmation page to show that your notification was successful. This confirmation message will look similar to the one below.



Adding and removing email addresses

You can set up additional authorised email addresses, for example for other members of staff who have the responsibility to close the school.

To request additional authorised email addresses for your school, email econtent@derbyshire.gov.uk with the following information:

- The full name of your school
- Your DFE number
- The extra email address(es) you would like to register.

Please remember to only send one email from one of your authorised email addresses to inform us when your school is closed. This will ensure that the notification is not duplicated on our website.

Removing addresses

To remove an email address, eg if a member of staff leaves, email econtent@derbyshire.gov.uk with the following information:

- The full name of your school
- Your DFE number
- The email address(es) you would like removed.

We will then no longer accept school closure information from this email address.



Sawley Infant & Nursery School & Sawley Junior School



Adverse Weather Policy (Parent/carers version)

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Derbyshire County Council Snow Clearance Guidance Information

Visit:

<https://www.derbyshire.gov.uk/transport-roads/roads-traffic/road-maintenance/snow-info/tackling-snow/winter-service/snow-wardens.aspx>

Where there are links to Derbyshire County Council information about snow clearance, gritting and the Snow Wardens scheme.



SAWLEY SCHOOLS - Gritting Record

S08 - Adverse Weather Policy - v2.0 - Nov 20

Safe Winter Driving for Staff

See Highways Agency leaflet – “Driving in Severe Weather- Helping You Steer Clear of Trouble” for further advice.

Considerations Before Driving in Bad Weather

- Go car-free if you can
- Consider if every journey is necessary
- Check forecasts and traffic news
- Consider your route
- Check vehicle
- Clean windscreen, windows and mirrors
- Inform someone of your intended route and time of arrival
- Ensure you're fit to drive
- Check your emergency kit: ensure your vehicle is properly stocked
- Make sure your vehicle is properly serviced and well maintained.



“Yeah, I’ve been trying to dig the car out for hours now...”

Driving Principles in Bad Weather

- Slow right down and maintain a safe gap in front
- Look out for vulnerable road users
- Look out for signs warning of adverse conditions
- Stay in control and use vehicle light lights
- Snow, Ice and Slush
 - Make sure all windows are thoroughly de-iced
 - Use wipers to keep the windscreen clear
 - Maintain at least a 10-second gap in front
 - Use the highest gear possible to avoid wheel spin
 - Brake gently and take corners very slowly
 - Never brake if the vehicle skids, instead, ease off the accelerator and steer slightly into the direction of the skid until you gain control