

SEA MILLS PRIMARY SCHOOL

Inclement Weather Procedures

Rationale

This procedure sets out the actions to be followed in the event of severe weather conditions. The school will make every effort to remain open but the health, safety and welfare of pupils and staff will be the first priority in any decision making process.

Authority Procedures for severe weather conditions:

1. The Health and Safety Team in the authority will monitor forecasts for Bristol and issue urgent emails if/when required. Whilst all are encouraged to be resilient, only if the weather/forecast is particularly bad and likely to disrupt travel right across the city, will a decision be made (in consultation with the EY/Primary, Secondary and Special Head teacher representatives) for a "blanket closure".
2. If the Head teacher is absent the Deputy Head teacher will monitor the Head teacher's emails.

Procedures:

1. Parents to be informed of inclement weather procedures on the school website and, if known, by email/text.
2. Caretaker to immediately telephone Head teacher or Deputy Head teacher to discuss whether school should open and if so, measures to be undertaken to make the site safe prior to the arrival of staff, children and parents, etc.
3. Head teacher or Deputy Head teacher to consult with Chair of Governors.
4. If decision taken to close the school:
 - Head teacher or Deputy Head teacher to follow LA guidelines regarding notification of closure
 - Contact Bristol City Council (BCC) Emergencies team:

Please update your status on the schools closure list. To change your school status on the [bristol.gov.uk school closures page](https://bristol.gov.uk/school-closures):

Go to the [school closure spreadsheet](#)

Log into the SchoolStatusBCC account

(Anyone can view this spreadsheet, to make changes you need to log into the SchoolStatusBCC account)

Change the status of your school

- Emergency Control staff will then update the BCC public web page that local radio stations will be asked to monitor, so that they may broadcast the latest school closure information. Home to School Transport officers will also monitor that page too so that amendments to standing arrangements can be passed to contractors.
- Caretaker to post 'school closed' sign on all entrance gates.
- Head teacher and all SLT to follow emergency contacting procedures (see attached flowchart).
- School Secretary to text all staff and parents/carers.
- Deputy Head teacher to update the school website.

5. Any requests to amend the information appearing on the BCC public web site for your school between 8.00am and 4.00pm must be made to the Emergencies Team (see contact details above).
6. If the Head teacher or Deputy Head teacher decide to open later the same procedure will apply.
7. If the school is operating normally but the weather deteriorates rapidly (e.g. sudden blizzards) or there are serious health and safety risks presented by abnormal conditions, the same procedure will apply if you have decided to open later than usual or close earlier, because of the weather.
8. Where children are unable to get to school due to severe weather conditions, you can mark them in the register using absence **code 'Y'**- insert it via the 'Exceptional circumstances' routine.

If staff have any doubts about whether the school is open or they cannot travel due to the conditions, then they MUST telephone the Head teacher by 7.30am

Appendix 1: Letter to parents

Dear Parents and Carers,

As you may be aware, heavy snow is forecast overnight tonight and into tomorrow. Should we need to close the school or revise opening times, details will be listed on the school website, the local media and you will also receive a text from the school. Please ensure that we have up to date mobile numbers and email address.

Please be assured that we will make every effort to keep the school open.

Yours faithfully,

Sian Randall

Head teacher
Sea Mills Primary School