



# Adverse Weather Policy

**May 2025**

Mrs P. Scott

Date Approved	2 <sup>nd</sup> May 2025
Review Date	December 2025
Approved by which committee	FGB

<u>Admin use only</u>	
Location	
Website	
Learning Platform	
Policies File	
Staff room	
Headteacher's File	
Policies Log updated	





## City of Wolverhampton Council Procedures

### School Closure in the Event of Adverse Weather

The procedures to be followed by schools in the event of severe weather are set out in the Council's Local Conditions of Service for Teachers (Grey Book). Procedures are also annually reviewed and sent to schools every December in preparation for the winter season.

- Schools should operate normally wherever possible and only resort to closure or early closure in exceptional circumstances.
- The Director of Children's Services may decide in the interests of public safety that all Local Authority (LA) maintained schools in the city must close. This will only happen if actual or forecast weather conditions are very severe. It must be remembered that closure of all schools, particularly at short notice, is very difficult indeed to justify because of the considerable inconvenience it causes to a very large number of parents/carers, as well as disrupting children's education.
- If a decision is taken to close all LA controlled schools this message will be communicated to academies and free schools for information.
- Even if there is no general closure, a Headteacher may decide, considering local circumstances, to close the school. The health and safety of the pupils must be the main consideration in any such decision.
- We will use the Education Providers Bulletin to provide schools with urgent information about adverse weather.

If it is necessary to close a school every effort must be made to inform parents/carers and other agencies of the closure in time to prevent them commencing their journeys to school. The best course of action will depend on the timing of the closure decision.

### General Closure Guidance:

City of Wolverhampton Council staff will:

- Inform schools by email if the decision is made before 3pm on the preceding day.
- Post information on the "Wolverhampton Today" Facebook page and the City of Wolverhampton Council's Twitter feed.
- Information will be posted on the City of Wolverhampton Council's Website.

If there is no definite announcement about Wolverhampton schools by 7:30am, it can be assumed that there has not been a general closure.



### Local Closure Guidance:

It is essential that enough staff are on the school site to advise any parent/carer and/or pupils who do come into school, and to supervise any students who arrive unaccompanied until they can be collected or returned home safely. Arrangements to achieve this will be agreed in advance with staff and will be implemented even if there is a general closure of all schools.

If a local decision is made to close our school at short notice, the decision will be made by 7am and the following procedures will apply:

- Mrs Scott will liaise with Mr Bowles, Site Manager, to ascertain the conditions at school and the surrounding area. The health and safety and emotional well-being of the pupils will be the main consideration in any such decision.
- Mrs Scott to make contact with the designated officer at the LA who will make contact with all relevant agencies.
- Mr Bowles will ensure main paths to school are gritted as far as reasonably possible.
- Mrs Mould will contact all teaching, support, administrative and lunchtime staff via the school's text messaging system on ARBOR. Therefore, it is imperative that all mobile numbers are kept up to date.
- Mrs Scott will follow the notification procedures to inform the Local Authority.
- Mrs Scott will post a message on the school's Facebook page.
- Mrs Wright- Jones will raise a ticket with e-Services for a message to be posted on the school website.
- Mrs O'Sullivan will send a message to all parents and carers to inform them of the decision to close school and the expectations for the children for the day ahead.
- Mr Brooke will notify the Local Authority employed staff- catering and cleaning services.
- Mrs Wright- Jones will contact all other external visitors to school e.g. Music Service, Ed Psychologists etc as applicable for that day.
- Staff to call phase leaders if there are any urgent questions before 9am.
- Phase leaders to arrange a Teams meeting with staff at 9:00am to discuss actions for the day.
- Children will be expected to work on Oak Academy/ Education City/TT Rockstars and to send a photograph to the class emails of any 'snow-play'.
- Teachers to arrange a Teams 'check-in' for all children at 9:30am to check on welfare and explain the days' activities.



- If additional closures are required then staff will be expected to revert to the 'Home Learning' procedures with daily check-ins, live lessons (including boosters) and work set for the children.
- EHWB team to make calls to identified vulnerable families.
- Staff identified to attend school in the event of closure, until all children are safely dismissed from the premises :

✚ Mr Bowles  
✚ Mrs Morgan  
✚ Mrs Sheldon  
✚ Mrs Flitcroft

Mrs Mould- will attend if required as additional support

### **Monitoring and review**

This policy is monitored by the Governing Board, and will be reviewed annually.

**Signed:**

**Date:**



Severe Weather  
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### **Local Authority Guidance and Contact Details**