

## **Extreme Weather/School Closure Procedures**

The school will make every effort to remain open in all weather conditions. Parents and pupils should assume the school is open unless notified otherwise.

### **Decision-Making Process**

**Priority:** The priority is to stay open for all pupils.

**Partial Opening:** If full opening is not possible, the school may remain open for specific year groups (e.g., Year 6).

**Staff-Only Opening:** If pupil attendance is unsafe, the school may open for staff only.

**Full Closure:** Closure is a last resort after all options have been considered.

If any national tests are scheduled, every effort will be made to remain open for those sitting the tests, with available staff assisting as needed.

### **Communication Channels**

In the event of school closure or changes to the schedule, parents will be informed via:

- Text Message Service
- School Website
- Twitter
- Parent Mail

### **Early Closures**

If extreme weather necessitates an early finish during the school day, parents will be notified and asked to collect their children.

### **Planning for Forecasted Bad Weather**

#### **During School Hours:**

If possible, a decision will be communicated to parents based on the weather forecast before pupils leave for the day.

#### **Possible decisions:**

- **Definite Closure:** Families should not come to school the next day and check the website or emails for updates on subsequent days.

- **Possible Closure:** Families should check the website or emails/texts/social media from 7:00am the following morning.

**Overnight or Before School Hours:**

If severe weather develops overnight or is forecasted:

- The Principal will aim to make a decision by 7:00am.
- Notifications will be shared via:
  - o Website and email announcements.
  - o Text messages to parents and staff.
  - o Updated school phone line with a recorded message.

This plan ensures clear communication and prioritises the safety of pupils and staff while minimising disruption where possible.