Wye School
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Part of United Learning

Adverse Weather Conditions Policy

Review Timetable

The Policy will be reviewed every two years, as set out below:	
Policy reviewed centrally	n/a
Policy tailored by individual schools	September 2024
Policy ratified by Local Governing Bodies	October 2024
Renewal Date	October 2026
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Wye School - Policy for Adverse Weather Conditions

It is the policy of Wye School to make every effort to remain open whenever possible. The decision to close the school either before or during the school day will be made by the Principal. The school will only be closed if one or more of the following conditions apply:

- Insufficient staff members are able to come in to keep the school running safely;
- Conditions on site are dangerous;
- Conditions are considered to be or are anticipated to become too hazardous for travel.

If the school is to close:
Notification

1. The closure will be published at the earliest opportunity on the Wye School website home page: http://www.wyeschool.org.uk/ Closure information will also be available on the KCC website follow: http://www.kent.gov.uk/
2. Staff will be contacted by text and email.
3. The school will make all practicable efforts to keep parents informed as to the situation with the school during adverse weather conditions, as we appreciate that such conditions and the uncertainty places very considerable difficulties upon parents. Text and email messages will be sent to all parents/carers via the Arbor system.

In the Principal's absence the most senior member of staff available will assume responsibility for making all decisions relating to the Adverse Weather Policy.

Student Absence
Parents are expected to check for school emails and text messages or check the Wye School website and/or the KCC website when it is clear that a closure is a possibility. The school appreciates that during bad weather children may arrive later than normal; parents should endeavour to contact the school to let them know they are on their way if likely to be delayed. The school recognises there will be isolated instances where families are cut off, even where the clear majority of children can get into school. In such instances parents should inform the school of the circumstances of this exceptional situation, as the school has a duty to clarify the circumstances of each case so as to be able formally to authorise the absence to the Local Authority. Parents acting on the assumption that the school would be closed without gaining confirmation or failing to inform the school of the circumstances that prevent the child coming into school risk their child being registered as an unauthorised absence.

Where the school is officially closed, all absence is counted as authorised absence. In the event of the school having to close during the day due to unforeseen worsening weather or similar unforeseen circumstances, parents will be contacted by text and email either at home or work and asked to collect their child/children. Such an early release will only be contemplated in very extreme circumstances.

In the event of school closure, all staff are expected to set work for children to complete at home. This will be available via the normal homework setting app, which is also available on the school website.

Site Safety
The main access and egress pathways will be cleared and salted if the school is open. Parents, children and visitors will be made aware that pathways, even where cleared, do remain dangerous. Children will also be reminded of this during tutor time.
Before and after school opening hours parents are responsible for ensuring their children do not slide on the school pathways.

In snow and icy conditions, the Premises Officer will clear, and grit areas as follows:

- Front pedestrian access to the front doors of each building.
- Rear pedestrian access to rear doors and surrounding pathways of each building.
- External escape stairways.

Where necessary, essential pathways will be maintained as clear as possible throughout the day. On school days where the school is closed to pupils, the pathway will be maintained during snow and ice weather on a daily basis by the Premises Officer, so as to keep the pathways clear and prevent build-up of ice and snow.

During adverse weather conditions, the outdoor space to the rear of the school may be out of bounds to parents and children at the beginning and end of school and, if the Principal decides it is necessary, at break and lunch times also.

Staff - Concept of Operations and Contact Arrangements
The procedure to be followed by staff in Wye School is critical to ensure parents receive information on the school website in sufficient time, therefore the following timeline will be enforced when we expect adverse weather conditions:

- **06.00** – Business Manager to telephone school bus operators and caterer to check travel intentions.
- **06.30** – Premises Officer to arrive on site and check access / heating / water etc.
- **06.40** – Premises Officer to telephone Business Manager with an update.
- **06.50** – Business Manager to contact the Principal with travel and premises updates.
- **06.55** – Principal to discuss site arrangements with United Learning Regional Director.
- **07.00** – Principal starts notifying staff and parents of the closure.
- **07.00** – PA to Principal publishes closure or partial closure notices on the school and KCC websites.

Peripatetic staff and volunteers should check the school website. Anyone expecting a visitor on that day has responsibility for informing them of the closure.