

Severe Weather & Emergency Closure Plan

SEVERE WEATHER OVERNIGHT

In the event of significant snowfall overnight, the first place you should check is the school website homepage. As soon as possible we will update the school website as to what is happening. The news flash will appear on the front page. Our website address is www.williambyrd.school.

We will try to text all parents/carers to let you know whether school is open or closed but this may not be possible if we do not have access to the school or the system we use is unable to cope with the volume of messages.

Please note that we will always do our utmost to ensure the school remains open in the event of severe weather conditions or other emergencies. Decisions about closing the school or sending children home early will not be taken lightly and will be made if absolutely necessary in consultation with the Head of School and the Facilities Manager.

Our key objective during the worst weather conditions is to open school on a site that is safe and adequately staffed. When we experience ice or snow our first priority is to assess whether we can make the site safe enough for adults and children.

Although we keep up-to-date with forecasts and weather warnings, some snow and ice conditions can be quite localised. What appears to be 'slushy' snow at school can be compacted very quickly on frozen ground when children are walking on it, or there may be severe snow around school but little where you live.

When there is a possibility that school may not be able to open we will assess the following criteria:

- Can the site be made safe and is there safe access to the site, particularly on Victoria Lane?
- Will we have sufficient staff to meet safe and appropriate adult to child ratios?
- Can we provide meals at lunchtime?

When we are confident we have an adequate number of staff and accessibility to school is safe, we will open.

In the event of a closure during the school day

Parents/carers will be notified by text or telephone. All children will be kept safe until collected or authorisation is received from parents/carers that they may be released.

Parents/carers will be informed in the following way:-

- A text message to inform families that the school is closed (please keep your contact details up-to-date with the School Office)
- Regular text messages will be sent to keep families updated following closure (7.30am at latest)
- Updated information will be on the school website - www.williambyrd.school

The school will be closed early only in extreme cases and the decision to close the school will be made by the Head of School / Facilities Manager. Decisions about early closure will be communicated to staff and children as soon as this is appropriate

- Children in Year 5 and Year 6 who have permission to walk home will be sent in family groups or in the company of other children who live near each other where possible
- If you feel you may have a problem with a sudden earlier pick-up for any reason, please could you put a back-up plan in place with another family member or parent and inform the school. This will allow staff to leave earlier for their safety if necessary.