

Adverse Weather Conditions Procedure



Date of Policy: September 2025

Member of staff responsible: Mrs Whitton

It is the policy of the school to make every effort to remain open whenever possible. If the school is anticipating closure either at the beginning of the school day or during the school day, the Headteacher will consult with the Senior Leadership Team and the Chair of Governors when making the decision.

The school will only be closed if one or more of the following conditions apply:

1. Insufficient staff are able to come in to keep the school running safely.
2. Conditions on site are dangerous
3. Conditions are considered to be or are anticipated to later become too hazardous for travel.

If the school is to close:

The Headteacher or Office Manager will contact the Central Watch Team who will update the councils emergency notices web application. Enquiries from local radio stations will be directed to the council's web site or Class Dojos. Information on school closure will appear on the council website homepage www.wigan.gov.uk. In addition, the school web site will be updated regarding closure www.twelveapostlesleigh.co.uk. The Office Manager will ensure that all parents receive message via class Dojo or parents mail advising them of the situation and ensure that the message on the school answering machine is amended accordingly.

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. However, parents are expected to check Class Dojo, the website and/or make themselves aware of the radio broadcasts 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 to formally 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 prevents the child coming into school risks their child being registered as an un-authorized 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 phone and Class Dojo and asked to collect their child/ren. Such an early release will only be contemplated in very extreme circumstances.

In the event of snow some pathways will be cleared and salted. Parents, children and visitors will be made aware that pathways, even where cleared, do remain dangerous. Children will also be reminded of this in assembly.

Before and after school opening hours parents are responsible for ensuring their children do not slide on the school playground.

In icy conditions the caretaker will salt wide pathways as follows:

- A) a pedestrian access route from the main gate to the building
- B) pedestrian footpaths from the main gate to the entrance, infant and junior cloakrooms
- C) the school car park and access path

Where necessary, essential pathways will be maintained as clear as possible throughout the day.

In the first stages of heavy snow fall the school playgrounds will be left as they are. Such large areas can be cleared when additional resources become available. The Headteacher will consider if it is safe for children to play outside and will declare a wet play programme if it is deemed to be unsafe. In the Head Teacher's absence, the Deputy Headteacher will assume responsibility for making all decisions relating to the Adverse Weather Policy.

