

ADVERSE WEATHER CONDITIONS

INTRODUCTION

The Governing Body of Riverside School recognises the need to have procedures in place for adverse weather conditions to ensure the Health and Safety of all personnel.

RATIONALE

1.1 It is the policy of the school to make every effort to remain open during bad weather.

1.2 The decision to close the school before or during the school day will be made by the Headteacher.

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

- Conditions on site are dangerous
- There is an insufficient level of staffing to ensure the Health and Safety of pupils and/or staff
- Conditions are anticipated to become too hazardous to travel.

1.4 The school will also consider the option to open for a shorter school day, if appropriate and safe to do so, in order to provide lunch and give parents the opportunity to make alternative arrangements.

PROCEDURE

In the event of the school closing,

2.1 A message will be posted on the school website (www.riverside.southwark.sch.uk) to say whether the school is open, open for part of the day or closed to all pupils. Where possible this will be posted by 7am. **Parents are expected to check the website** when a closure is a possibility. If parents do not have access to the internet, please call the school office.

2.2 The Premises Officer will be on gate duty at the start/end of the day and will make all practicable efforts to keep parents informed.

2.3 The School Admin Officer will make all practicable efforts to keep parents informed as to the current situation throughout the extended school day and answer all calls related to weather conditions.

2.4 Southwark LA will be informed and a message will be posted on the Southwark website (www.southwark.gov.uk). It is the responsibility of the LA to maintain information on this website.

2.5 It is appreciated that during bad weather children may arrive later than usual; the school recognises this and will record appropriately.

2.6 It is also appreciated that alternative clothing (other than school uniform) may need to be worn and this is acceptable to the school on these occasions.

2.7 At the end of the day a message will be posted on the website with details of the arrangements for the following day. A letter will also be given out to any pupils on site.

2.8 If it becomes apparent during a school day that the weather is deteriorating and that travelling home may be difficult, parents will be contacted immediately if the school needs to close before the end of the school day.

2.9 It is the parents' responsibility to check whether or not Breakfast Club and/or Play Centre is in operation during adverse conditions.

Absence

3.1 If school is closed, absences will not be considered unauthorised.

3.2 In the absence of the Headteacher, the senior teacher on site will assume responsibility for making all decisions related to this policy.

The school site

4.1 In the event of snow/icy conditions some pathways will be cleared and salted. Parents, children, visitors and staff will be made aware which pathways may be used and that, even when cleared, do remain dangerous.

4.2 On school days when the school is closed to pupils, pathways will still be cleared and maintained by the Premises Officer.

4.3 During significant adverse weather conditions, the hall on the ground floor will be open and available to parents and pupils to wait. The playground will be out of bounds to parents and children throughout the day unless a specific instruction is given by the Headteacher.

4.4 Before and after school opening hours parents are responsible for ensuring their children do not walk or play in any part of the school site other than in designated areas/pathways and are supervised at all times.

Staff

5.1 If public transport is in operation, staff are expected to make every effort to attend.

5.2 If it is impossible for staff to attend it is the responsibility of the member of staff to contact a Senior Manager (in line with usual absence procedures). If public transport is in operation, unpaid leave may be authorised.

5.3 In the event of part-closure or deteriorating weather conditions, the Headteacher will dismiss staff based on travel time and/or weather conditions in the area where staff live.