

St Joseph's RC Primary School



Inclement Weather and/or Emergency Closure of School Plan



St. Joseph's RC Primary School, Salford.

Inclement Weather and/or Emergency

Closure of School Plan

Introduction

The extreme weather conditions we have all been exposed to at the beginning of 2010 have prompted this Inclement Weather and/or Emergency Closure of School Plan. The purpose of the document is to:

Ensure the safety and wellbeing of all pupils and employees should a school have to deal with severe, inclement weather; and

Ensure that all employees and parents are clear about their roles and responsibilities in the event of severe weather or school closures.

Inclement weather can be defined as snow, ice, and fog, which render journeys extremely hazardous.

Extremely hazardous includes those conditions in which the appropriate authorities advise people not to make unnecessary journeys or indeed travel at all.

The decision to close a school unexpectedly is not taken lightly; it is a decision which will be made by the school (Head Teacher). In all cases we will seek to avoid a school closure unless it is absolutely necessary.

The School aim is to maintain a service to parents and pupils for as long as is reasonably practical. However the interest and safety of children and staff are paramount under these circumstances.

Procedures

Once the decision to close the school has been made the Head Teacher will:

- Inform The Asset Development Team, Childrens Services, Telephone 0161 778 0447 or email paula.eflynn@salford.gov.uk of the closure.
- The Chair of Governors will be notified.
- The City of Salford website, <http://www.salford.gov.uk/schoolclosures.htm> will be regularly updated with news of school closures.
- Parents are advised to check the school website before 8am. An up to date information message will be displayed on www.stjosephsordsall.co.uk

- The school closure will be broadcast on Key 103, Capital Radio and BBC Manchester.
- If the closure lasts longer than 1 day the school web site will be updated.

Responsibilities;

Parents

- Keep school informed of any changes in mobile telephone numbers
- Check the school and council web sites daily.

Staff

- Keep school informed of any changes in mobile telephone numbers
- Check the school and council web sites daily

Headteacher

- To keep the Local Authority fully informed
- To keep Parents and Staff fully informed
- To keep the Chair of Governors informed

Full or Partial Re-opening; Responsibilities;

Headteacher

- Risk Assessment carried out to ascertain whether it is safe for staff and pupils to return to school which would include:
 - Heating system working
 - Ensure pathways have been prioritised and cleared
 - Car parking facilities
 - Risk of slipping on floors inside school
 - Staffing levels
- Identify which members staff live close enough to the school and should be able to make it in.
- Identify/prioritise which classes/year groups you will be able to keep operational if a full return is not possible.
- Consider the possibility of opening later and closing earlier.
- Consider advising staff/pupils to wear sensible clothing and footwear – include on messages website.

Site Manager

- Check heating system regularly.
- Check stocks of rock salt.

- Check that matting located in entrance areas is suitable and in good condition to minimise the risk of slipping.
- Ensure you have suitable equipment to clear away snow/ice to create safe pathways in and out of the school building.
- Ensure that these pathways are maintained.