



St Thomas More Catholic Primary School, Saffron Walden

ADVERSE WEATHER CONDITIONS PROCEDURE

No. STM-042

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Approved by (inc date)	<i>Governing Body</i>
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Author (<i>Document Owner</i>)	<i>Headteacher</i>

1. Purpose

This policy outlines the procedures to be followed during adverse weather conditions to ensure the safety of pupils, staff, and visitors, while maintaining education provision where possible.

2. Scope

This policy applies to all pupils, staff, parents/carers, and visitors at the school site, including during school-led activities off-site.

3. Definition of Adverse Weather

Adverse weather includes, but is not limited to:

- Heavy snowfall or ice
- Flooding
- High winds or storms
- Extreme temperatures (hot or cold)
- Severe weather warnings issued by the Met Office

4. Decision to Close the School

The Headteacher, in consultation with the Chair of Governors where possible, will decide whether to:

- Keep the school open as normal
- Open with adjustments (e.g. limited access, staggered start)
- Partially close
- Fully close

The decision will consider:

- Safety of pupils, staff, and families travelling to school
- Site safety (e.g. icy playgrounds, heating failure, flooding)
- Staff availability
- Local authority guidance

5. Communication with Parents/Carers

In the event of disruption:

- Parents/carers will be informed as early as possible via:

- School email system
- School website
- Social media (if applicable)
- Local radio (where possible)
- Updates will also be shared through the local authority where required

Parents/carers are encouraged to:

- Check communication channels regularly
- Ensure the school has up-to-date contact details

6. Procedures When School Remains Open

If the school remains open during adverse weather:

- A risk assessment will be undertaken
- Gritting/salting of key pathways will be prioritised
- Access to certain areas (e.g. playgrounds/fields) may be restricted
- Pupils should wear appropriate clothing (e.g. coats, boots, sun hats)
- The curriculum may be adapted where necessary

7. Procedures for Partial or Full Closure

If closure is necessary:

- Remote learning provision will be made available where possible and for closure that extends beyond the short-term (1-2 days).
- Staff will set appropriate work via agreed platforms which will be communicated to parents.
- Vulnerable pupils and key worker provision will be considered in line with guidance (for closure that extends beyond the short-term)

8. Early Closure During the School Day

In rare cases where conditions worsen:

- The school may close early; this may include early closure to Double Club provision.
- Parents/carers will be contacted and asked to collect children promptly
- Children will remain supervised until collected

No child will be sent home without appropriate arrangements.

9. Late Start

In some cases, school may open (either in part or whole) with a late start; this may include late opening of or full closure of Early Bird provision.

10. Responsibilities

Headteacher

- Make final decisions regarding closure
- Ensure communication is clear and timely

Premises Manager/Caretaker

- Monitor site safety (e.g. ice, flooding, heating)
- Carry out gritting and maintenance

Staff

- Follow school procedures
- Provide learning continuity where possible

Parents/Carers

- Ensure children are dressed appropriately
- Make safe decisions about travel to school
- Keep emergency contacts updated

11. Health and Safety Considerations

- Slips, trips, and falls are a key risk in icy conditions
- Outdoor play may be restricted
- Hydration and sun protection are essential during hot weather
- Staff will follow guidance on safe supervision and site use.
- Should any other situation, , such as a gas leak or power outage occur, resulting in an early closure or St Thomas is unable to open, the same channels of communication and procedures will be applied.

12. Review

This policy will be reviewed annually or following any significant adverse weather event.