



## Procedures for the Closure of Colerne Church of England Primary School due to Adverse Weather

### 1. Authority.

The headteacher, or in his/her absence the deputy headteacher, is responsible for determining what action is appropriate in the event of extremely adverse weather.

### 2. Principles.

The headteacher's first consideration should always be the safety and welfare of pupils and staff. He/she should apply the following considerations:

- a. Is the school site safe to get to by car and/or on foot?
- b. Is it possible for vehicles and pedestrians to move around on site to the extent necessary to function?
- c. Are the minimum number of staff required to provide adequate supervision able to get to the school?
- d. Is the essential infrastructure of the school working (e.g. heating, lighting etc.)?

### 3. Roles:

- a. **Site Manager/Care Taker.** In the event of adverse weather conditions, the Site Manager/Care Taker is to make the initial assessment on the viability of opening the school. He/she is to determine access to and from the school, local road conditions and the weather forecast for the day. If in his/her view the school should be closed he/she is to contact the headteacher, or in his/her absence the deputy headteacher.

- b. **Headteacher.** Based on the report from the Site Manager/Care Taker and acting on the principles outlined in Paragraph 2 above, the headteacher is to determine whether the school is to close. If the decision to close the school is taken, they, with support from the School Business Manager, are to take the action shown below at paragraph 4.
- c. **School Business Manager.** The School Business Manager will assist the Head Teacher in notifying staff, parents, and the appropriate authorities if the school is to be closed. Together they will also ascertain if any member of staff can get to the school as inevitably some children may still arrive at the school.

#### 4. Procedure.

The Head Teacher and School Business Manager, will carry out the following actions:

- a. Contact all members of staff (i.e. teachers, Teaching Assistants and all Support Staff) informing them of the decision to close the school and determine whether any members of staff are able to get to the school to provide emergency cover if required.
- b. Inform all parents using the text/email system that the school will be closed.
- c. Once staff and parents have been informed the following organisations are to be informed:
  - i. The co-ordination section of Wiltshire Council's Children's Services.  
Email: [schoolorganisation@wiltshire.gov.uk](mailto:schoolorganisation@wiltshire.gov.uk)
  - ii. Local Radio. (Quoting Colerne School's DfE Number and password)  
BBC Radio Wiltshire Tel: 01793 513652  
Email: [wiltshire@bbc.co.uk](mailto:wiltshire@bbc.co.uk)

If the school does open, but extreme weather develops during the day, we will aim to remain open until the end of the normal school day. However, this is not always possible when roads are becoming treacherous. In which case parents will be contacted via Scopay and asked to collect their children as soon as possible. Under these conditions we will take verbal permission for their child/children to be collected by a nominated adult. Normal lessons may be curtailed, and the remaining pupils assembled in groups under the supervision of authorised members of staff to await collection.

#### 5. Additional Information.

The School Business Manager is to ensure that a copy of Wiltshire Local Authority's 'Emergency conditions and major incident guidance for headteachers for 2022 onwards' is held in the school office. This should be used for guidance if any additional actions are deemed necessary.

## REVIEW HISTORY

Policy Issue	Date Policy Reviewed	Revisions Agreed	Date Revised Policy Agreed	Date of Next Review
1.0	March 2016	Policy issued and adopted.	March 2016	September 2017
1.1	September 2017	Policy reviewed; no changes made.	September 2018	September 2019
1.2	September 2019	New paragraph added	September 2019	September 2020
1.3	November 2020	Paragraph 5 reference updated	November 2020	November 2021
1.4	January 2022	Reviewed	January 2022	November 2022
1.5	January 2025	Minor changes	January 2025	January 2026

Signed ..... Chair of Governors

Signed ..... Headteacher

Date .....