



Meadowhead School Academy Trust

Adverse Weather Procedures



This is a policy of Meadowhead School Academy Trust.

Staff Responsible:

School Business Manager/Deputy School Business Manager

Updated:

January 2024

Approved by Governors:

19th February 2024

INTRODUCTION

These procedures are designed to ensure the business continuity of Meadowhead School during periods of adverse weather. Our priority is to remain open and maintain the provision of education and services to students in order to;

- Maximise attainment and achievement
- Ensure the health & safety of students
- Release parents/carers to continue with normal routines

The school will remain open unless

- The health & safety of students and staff are compromised
- There are insufficient members of staff in attendance to manage the school safely
- There is significant damage to premises, or failure of essential utilities

KEY RESPONSIBILITIES

Kier Facilities Management (KFS) is responsible for:

- **Site Management and Access**
This includes clearing and gritting of pedestrian access routes and car parks.
- **Catering Services**
Ensuring adequate provision is available.
- **Utilities**
Gas, Electricity and Water supplies.

Meadowhead School is responsible for:

- **Any decision to close the school**
Any decision to close the school will be taken by the Headteacher.
- **Any decision to vary school session times or restrict access to specific year groups**
- **Communication with its staff, students and parents/carers.**
- **Care and Supervision of Students**
- **Emergency First Aid provision for school staff and students.**

PROCESS IF THE SCHOOL REMAINS OPEN DURING ADVERSE WEATHER

Staff should refer to the Leave of Absence Policy if they are unable to attend when the school remains open during periods of adverse weather.

- Staff who are able to attend should aim to be in school for their normal start time and must sign in at the main entrance
- We will follow a normal timetable as far as possible. Exceptional cover arrangements may be implemented in extreme circumstances.
- We expect students to maintain high standards of behaviour and show awareness of health & safety practices for themselves and others.
- There should be no snowballing anywhere near to the buildings.
- Students don't have to go out of the building at all during the school day but if they choose to they should be appropriately dressed.
- If a decision is taken not to allow students outside for any reason staff will be informed
- We will post information on the school website to inform parents/carers that the school is open.

PROCESS IF A DECISION TO CLOSE IS TAKEN PART WAY THROUGH THE SCHOOL DAY.

As previously stated any decision to close the school will be taken by the Headteacher.

- Teachers will be advised verbally by a member of the support staff of a specific time to dismiss students.
- A text message will be sent to parents/carers informing them of the early closure by the School Business Manager.
- **ALL** school staff will be expected to assist with the supervision of students, to ensure that they leave the site in a safe and timely manner
- Any students who are not able to make their own way home safely for any reason should be escorted to the main hall, where a member of the leadership team will be available to receive them.
- No staff member should leave before obtaining the consent of their Line Manager or a member of SLT.
- In the event that any member of staff should require leaving a vehicle overnight in one of the car parks, then they must inform the School Business Manager.
 - **Note:** In such circumstances, neither the school nor KFS can accept any liability for any loss or damage incurred.

PROCESS IF A DECISION TO CLOSE OR DELAY START IS TAKEN BEFORE THE START OF THE MORNING SESSION

Any decision to close before the morning session begins will usually be made by 7.00am

- Staff will be informed via text message and e-mail
- The message given will specify the details of the closure i.e. full closure, partial closure, delayed start etc.

NOTE: In the event of a late start this refers to students only. Staff should always aim to be in school for their normal start time.

- In the event of closure any member of staff who lives within walking distance of the school is requested to report to the school, this is to ensure that any students who turn up at the school can be advised of the closure and instructed to return home.
- KFS will be informed by the school Business Manager.
- Sheffield Local Authority will be informed via the Sheffield Emergency Alerts system – accessed by the Headteacher's PA.
- Local Radio Stations (BBC Sheffield and Hallam FM) will be informed by the emergency alerts system.
- The school website will be updated by Roma Webb
- In the event of closure before the morning session the parent/carer/ staff text message service will be implemented by the school Business Manager.