

Snow and Bad Weather Policy

Date agreed: January 2017

Date Reviewed: January 2019

In the event of disruption caused by heavy snow the prime concern of the school will always be the safety of the pupils and staff.

The decision to close the school will take account of the safety of all our pupils and staff, some of whom travel a great distance to school each day. We will always endeavour to open the school in the event of bad weather, as long as it is safe to do so. A decision about school opening will be made as early as possible, but normally no later than 7.15am where possible.

If the school is open in snow or bad weather the decision as to whether or not to send a pupil to school, however, must be at the discretion of the parents/carers, taking into account factors such as local road conditions. The school does, however, expect for parents/carers to make every reasonable effort to ensure their child/children travels to school safely.

In the event of bad weather, the following methods will be used to communicate with parents to let them know if the school is open:

- A text message will be sent
- A message will be posted on the Academy's website homepage
- Information will be posted on the East Sussex website:
<https://apps.eastsussex.gov.uk/educationandlearning/schools/schoolclosures/>
- Once on the East Sussex website the following actions will take place:
 - the details of the closure will be on the county council website
 - an email will be sent to local radio stations (BBC Radio Sussex, Arrow FM, Bright 1064, Sovereign Radio, Seahaven Radio, Heart FM, Uckfield FM)
 - an email will be sent to anyone who has subscribed to receive closure emails about your school

If the school is closed, we will try and make a decision as early as possible, and will intend to reopen as soon as we can.

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 at 3:10pm. However, if this is not possible, parents will be contacted via telephone and asked to collect their child/children as soon as possible. Under these conditions we will take verbal permission for their child/children to be collected by a nominated adult.

Appendix for Staff

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During periods of bad weather, it is expected that all staff will make every reasonable effort to undertake the journey to school.

In the event that the school is closed due to bad weather, the following methods will be used to communicate with staff to inform them of the closure:

- A text message will be sent
- A message will be posted on the Academy's website homepage
- Information will be posted on the East Sussex website:
<https://apps.eastsussex.gov.uk/educationandlearning/schools/schoolclosures/>
- Once on the East Sussex website the following actions will take place:
 - the details of the closure will be on the county council website
 - an email will be sent to local radio stations (BBC Radio Sussex, Arrow FM, Bright 1064, Sovereign Radio, Seahaven Radio, Heart FM, Uckfield FM)
 - an email will be sent to anyone who has subscribed to receive closure emails about your school

If the school remains open during bad weather but a staff member is unable to travel despite every reasonable effort having been made, it is expected that the staff member contacts the member of the Senior Leadership team responsible for absence reporting. If a staff member is delayed during their journey to school due to bad weather, the same process should be followed.

During bad weather, and particularly snowy conditions, staff members are asked to take particular care when approaching the corner using Marshfoot Lane following the White House Academy entrance.