



School Closure Policy POLICY/PROCEDURE

Bramley Park Academy is committed to safeguarding and promoting the well-being of all children and expects our staff and volunteers to share this commitment.

Policy reviewed by: C Green

Date: November 2019

Review Date: October 2020

Aims

- To make a clear statement to parents, pupils and staff in order that correct procedures are followed during severe weather conditions.
- To ensure that no pupil or member of staff is in danger due to severe weather conditions.

When would it be necessary to close school?

It may be necessary to close school for a variety of reasons including:

- Severe weather (snow, strong winds, floods or storms)
- Disruption to transport (for example, fuel shortages)
- Accommodation problems (for example, power failure, heating failure, fire damage)

School will, however, endeavour to remain open wherever possible.

Procedure

- Miss Green (or a member of SLT) will make a decision as to whether school will be open between 6:30 am and 7:00am in the event of a full day closure. The Trust will be informed of this decision if possible.
- Please do not phone senior staff - await contact. If you have not received a message you need to make movement into school as normal.
- The decision will be on the basis of information received from the media about weather, supplemented by an on the spot observation from staff members better placed to make such observations and through appropriate external agencies such as the Met Office.

If the school is to close

- Miss Brown will text all staff to inform them by 7:30am at the latest.
- Miss Bell will place the message on to the school website and social media sites.
- The best way for parents to stay informed is to view the scrolling banner on the school website and check for text updates.
- Miss Brown will text parents and staff to inform them of the decision using the school messaging service.
- Parents should endeavour to inform school if their mobile phone number changes as texts are the usual way to inform staff of closures.
- All external staff (for example, Catering, Cleaning, Peripatetic staff) are encouraged to examine the school website for information regarding closures and will also receive text messages.
- If school closes early during the day (for example, due to the onset of heavy snow) the above procedures will also be carried out at that point from the school office.

- Parents must ensure that school is open before sending their child to school/leaving them on school premises.
- Although it is recognised that severe weather conditions may make it difficult for staff to get to and from work, unless advised to the contrary by the Executive Principal, staff should present themselves for work. If this is not possible, staff should use the day to work at home with directed activities from the Executive Principal.

If the school is open

- Within the school site an external company is responsible for clearing and gritting paths identified on the snow plan. Gritt It are the company we use for gritting the school grounds. Parents and children are advised to stick to the cleared paths and walk carefully.
- In severe weather staff are advised to park on Broad Lane if they are not confident in being able to drive to the main staff car park.
- The following areas will be covered:
 1. The main entrance footpath from the pedestrian gate to the front office door and access from the main staff carpark - **Priority One.**
 2. Disabled parking bays and access from these to the front door - **Priority Two.**
 3. Access from the main entrance to Nursery and Reception around the school building - **Priority Three.**
 4. Access from the Year 4 door to Nursery and Reception. **Priority Four.**
 5. A clear gritted pathway from the bottom gate off Fairfield Hill to the Year 4 door including the gritting of 2 sets of steps - **Priority Five.**
 - 6.

In icy conditions school will not clear the slopes from the KS1 playground to the KS1 classrooms as this is deemed to be an unsafe route in these conditions.

School is not responsible for pathways leading to school or for the pedestrian crossing and cannot, therefore, grit or staff these areas. Gates will only be opened when routes have been cleared and/or gritted. Parents are advised to use specified paths and NOT to take short cuts across the site on un-cleared paths.

Outdoor Procedures

- Children will not be allowed to play outside unless the playground has been deemed safe to use (not all areas will be clear of snow and ice as it is not possible to clear all the school grounds) Pupils in KS1 and KS2 may have staggered playtimes to allow all pupils to play outside.
- Children must wear suitable clothing and footwear and will not be allowed to play out without these and a change of trousers/socks. Parents

are advised to send pupils to school in suitable footwear, coats, gloves etc. and with a change of trousers/socks on snowy days.

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- Children should be reminded of the 'no snowball' rule in icy circumstances.
- Playtime equipment will be out of bounds during icy/snowy weather.

Late Registers

- In the event of snow/ice, school may announce a late opening to allow extra time for staff and pupils to travel to school safely.
- Registers will stay open to allow for difficult travelling conditions.
- If school is closed to pupils they will be registered with an exceptional circumstances mark which authorises the absence that day.

Collection of children

- When school closes early due to snow or other adverse conditions parents will be asked to collect their child. This message will specifically identify where pupils are to be collected from. This will be linked to the safe access