

Emergency School Closure (Bad Weather) Policy & Procedure

Date of the last review:	New Policy January 2024
Date of this review:	August 2025
Date of next review:	August 2028
Comments:	
Head teacher's Signature:	
Review approved by the Proprietor	August 2025

Emergency School Closure

1. Introduction

In the event of unforeseen circumstances, severe weather and disruption to the local area we will endeavour to keep Teenage Kicks open and operating as normal. However, in the event of adverse weather conditions and emergency situations, it may be necessary to make a decision to close the school for the health and safety of the staff and pupils.

2. Aims

Teenage Kicks will:

- Make all reasonable efforts to ensure school remains open as normal and partial closure will be considered before a decision is made to close completely. Practical consideration will be given to opening at a later time in the day in order to enable staff and pupils to have additional time to travel to school safely.
- Proactively monitor the forecast to initiate preventative measures to manage the risk of snow and ice.
- Meet the demands of changing situations and priorities, such as consideration to the temporary closure of the yard, increasing the hours of premises staff to deal with increased demand / levels of snow and ice.
- Maintain safe access, egress to the school as far as is reasonably practical.
- Provide increased levels of communication to try and prevent any unnecessary journeys to and from school, maintaining health and safety for all.

3. Focus

Teenage Kicks will make decisions on school closure focussing on the health, safety and wellbeing of our pupils, their families, staff and visitors to the school.

4. Decision to Close the School

The decision to close to the school will be made by the Headteacher in consultation with Proprietor considering the following:

- Health & Safety – will remaining open constitute a significant risk to pupils and / or staff?
- Availability of staff – has the severe weather, natural disaster, emergency situation resulted in a significant number of staff being unable to attend school making it impossible to open?
- Are the conditions on site dangerous?
- Are the conditions considered to be, or are anticipated to become too hazardous to travel?

5. School Closure Procedure - Communication

Once the decision has been made to close the school, parents and staff will be informed via phone call.

In addition to this, the Head of Business and Personnel will contact Oldham Council First Response Team to inform them of the required information so that the closure of the school can be entered onto the Council website.

In the event of heavy snowfall during the school day; a phone call will be made to parents/carers informing them that the school will be closing. Calls will be made to parents/carers to ensure that they are aware their child is going home and that they are comfortable with and in agreement with their means of transport.

8. Informing Staff

It is recognised that adverse weather conditions and disruptive situations, can and will, at times make travel to and from work difficult. However, staff are expected to make “all reasonable efforts” to reach their workplace. In the event of school closure staff will be informed via phone call text generated from a member of the Senior Leadership Team. If the school remains open and staff are unable to attend work, each case will be looked at individually. Consideration will be given to whether the staff member has made every effort to attend work and if forms of communication have been consistent. Staff are not entitled to be paid for work that they have not carried out; however, each case will be treated individually. If a member of staff is unable to attend work, consideration will be given to their role and what alternative options are available i.e. coming into work later / finishing early, working from home, making the time back, flexible working arrangements, taking their annual leave.

11. Parents / Carers

We recognise that there are occasional cases where some families are cut off, even if the majority of pupils are able to get into school. When the school is open but severe weather prevents a child attending, parents/carers must inform the school so that the Headteacher can justify authorising the absence to the Local Authority

If parents assume the school is closed, but it is actually open the absence will be recorded as unauthorised unless the Headteacher is satisfied that there are exceptional circumstances.

If it is decided that the school will open but the road conditions are difficult parents/carers are advised to ring the school to advise staff if their child is going to be late.

13. Implementation & Review

This policy will be shared with staff. It will also be available to parents via the school website and reviewed every 3 years.

14. Links with other Policies

This Policy links with other school policies:

- Health & Safety Policy
- Safeguarding & Child Protection Policy

Prepared by: J Docherty

Date: January 2024

Reviewer: James Docherty

Date: September 2025