



**Langton Primary School**

**Winter Management Policy**

**Adopted by: Full Governing Body  
March 2016**

**Review date: March 2017**

### **Rationale:**

The Head Teacher and Governing Body recognise the importance of avoiding school closure in order to ensure that the pupils' education is not adversely affected. In the event of hazardous weather conditions however, the priority of the Headteacher and the Governing Body is to ensure the health, safety and wellbeing of all pupils, staff and visitors to Langton Primary School. Closure of the school may therefore be necessary, in order to minimise the risk to pupils and staff.

### **Guidelines:**

#### **1. School Closure**

In the event of adverse weather, any decision to close the school will be made by the Headteacher. This decision will only be made after careful assessment of the weather forecast, the conditions on the main routes to/from school, and consultation with the caretaker. In the event of a decision being taken to close the school, the following procedure will be implemented:

- The Headteacher will assess weather conditions as early as possible. It is helpful if staff in outlying areas can update the Headteacher via a phone call on the weather conditions in their local area.
- Any decision to close the school will be made by 7:45 am and this will be communicated to staff via telephone calls and published on the website.
- Announcements regarding school closure will be communicated to parents via the school website, and the local radio (Radio York: 95.5 FM).
- If the school is closed then staff are expected to spend the day on PPA.
- Text message service to parents informing them of school closure.

#### **2. School Remaining Open:**

In the event of school remaining open during adverse weather conditions, staff have a duty to make every effort to report to school as normal in order to ensure that the classes they teach are adequately supervised and children receive their normal curriculum entitlement. It is essential, however, to minimise personal risk when travelling to/from school. Staff are advised to assess local conditions and plan sufficient time for their journey to school.

- In the event of a member of staff being unable to reach the school they should contact the Headteacher. In such circumstances, the Headteacher may advise the member of staff to complete Planning, Preparation and Assessment at home for the morning and attempt the journey later in the day, when roads have cleared. Alternatively, in severe cases of poor weather, the member of staff may be advised to stay at home all day and undertake PPA.
- The Headteacher will continue to monitor weather conditions during the day. If the weather continues to deteriorate, a decision may be made to close early.

If this happens then bus companies will be told and parents will be contacted to ensure that someone is at home to receive the children. All other parents will be contacted and a notice will be issued on the website, and an announcement made on Radio York.

### **3 Pupil Safety:**

- Teachers should remind pupils of the importance of wearing suitable clothing and footwear to/from school (a warm winter coat, wellingtons/snow boots, hat, scarf, gloves etc). Pupils should however change into indoor footwear in school to minimise the amount of ice and snow brought into school which can cause hazardous conditions on flooring (see safety section below). Hats and scarves are not to be worn in school.
- Many pupils see snow and icy conditions as an ideal opportunity for play.
- Staff should encourage pupils to walk sensibly and use the cleared areas around the school.
- In times of adverse weather, communication and vigilance is the key to ensuring the safety of pupils and staff. Anyone who has any concerns regarding the safety of any area should inform the Head teacher immediately.

### **4. Safety in School:**

In snow, ice and wet weather, the main walkways within school may become wet and slippery.

- All staff should ensure pupils walk in a calm and orderly manner.
- Staff should dry/mop any excess water on flooring after break and lunch times.
- Staff, pupils and visitors should be encouraged to wipe their footwear on mats at the entrance to avoid causing internal slip hazards.
- The caretaker will ensure that salt grit is spread on walk ways to ensure foot paths to access the school site are safe.

### **5. Accident/Incident Reporting:**

All accidents or incidents should be reported using the existing school system.