



St Paul's Primary School

Nevile Rd

Inclement Weather and/or  
Emergency Closure of School  
Plan

**Review date – September 2024**

## **INTRODUCTION**

The purpose of the document is to:

- Ensure the safety and wellbeing of all pupils and employees should a school have to deal with severe, inclement weather; and

- Ensure that all employees and parents are clear about their roles and responsibilities in the event of severe weather or school closures.

Inclement weather can be defined as snow, ice, and fog, which render journeys extremely hazardous.

Extremely hazardous includes those conditions in which the appropriate authorities advise people not to make unnecessary journeys or indeed travel at all.

The decision to close a school unexpectedly is not taken lightly; it is a decision which will be made by the school (Head Teacher). In all cases we will seek to avoid a school closure unless it is absolutely necessary.

The School aim is to maintain a service to parents and pupils for as long as is reasonably practical. However the interest and safety of children and staff are paramount under these circumstances.

### PROCEDURES

Once the decision to close the school has been made the Head Teacher will:

- Inform The Asset Development Team, Children's Services, Telephone 0161 778 0447 or email [paula.flynn@salford.gov.uk](mailto:paula.flynn@salford.gov.uk) of the closure.
- The Chair of Governors will be notified.

- The City of Salford website,  
<http://www.salford.gov.uk/schoolclosures.htm> will be regularly updated with news of school closures.
- Parents will be informed by SMS text message of the closure, if possible by 7.30 am.
- Staff will also be informed by SMS text message of the closure, if possible by 7.30 am.

- If the closure lasts longer than 1 day, further text messages will be sent to parents and staff and the school answer phone and web site will be updated if possible.
- Staff will be updated by text message daily
- Parents can check for updates on the school website  
[www.stpaulsnevileroad.co.uk](http://www.stpaulsnevileroad.co.uk)
- A return to school will be notified to parents and staff by text message.

## RESPONSIBILITIES

### PARENTS

- Keep school informed of any changes in mobile telephone numbers
- Check mobile phone for messages, and relevant web sites

### HEAD TEACHER

- To keep the Local Authority fully informed
- To keep Parents and Staff fully informed
- To keep the Chair of Governors informed

## FULL OR PARTIAL RE-OPENING

## RESPONSIBILITIES

### HEAD TEACHER

- Risk Assessment carried out to ascertain whether it is safe for staff and pupils to return to school which would include:

Heating system working

Ensure pathways have been prioritised and cleared

Car parking facilities

Risk of slipping on floors inside school

Staffing levels

- Identify which members staff live close enough to the school and should be able to make it in.



- Identify/prioritise which classes/year groups you will be to keep operational if a full return is not possible.
- Consider the possibility of opening later and closing earlier.
- Consider advising staff/pupils to wear sensible clothing and footwear - include on messages on answer phone and website.

#### CARETAKER

- Check heating system regularly.
- Check stocks of rock salt.

- Check that matting located in entrance areas is suitable and in good condition to minimise the risk of slipping.
- Ensure you have suitable equipment to clear away snow/ice to create safe pathways in and out of the school building.
- Ensure that these pathways are maintained.

