



# Inclement Weather Policy

2024-2025

## INTRODUCTION

## PROCEDURES

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

will:

- Inform the local authority by completing the information on the school closures website:  
<http://www.salford.gov.uk/schoolclosures.htm>
- 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 email and DOJO of the closure, if possible by 7.30 am.
- Staff will be informed by SMS text message of the closure, if possible by 7.30 am.
- If the closure lasts longer than 1 day, further emails and DOJOs will be sent to parents and texts to staff and the school answer phone and website 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) and the school council website <http://www.salford.gov.uk/schoolclosures.htm>
- A return to school will be notified to parents by email and DOJO (text for staff).

## RESPONSIBILITIES

### Parents

- Keep school informed of any changes in email addresses
- Ensure you are connected to DOJO and have notifications enabled
- Ensure you have notifications enabled for emails
- Check emails, DOJO and relevant web sites for updates

### Headteacher

- 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.