



**ENGLISH MARTYRS CATHOLIC PRIMARY SCHOOL**  
**SNOW AND EXTREME WEATHER POLICY**

<b>Date of Approval</b>	<b>25<sup>th</sup> March 2025</b>
<b>Date of Next Review</b>	<b>25<sup>th</sup> March 2028</b>
<b>Review led by</b>	<b>Head Teacher/Staff</b>
<b>Approved by</b>	<b>Policy Committee</b>
<b>This Policy should be read in conjunction with the following documents</b>	<b>Remote and Blended Learning Policy</b>
<b>Notes</b>	<b>Three yearly review</b>



**School Mission Statement**

**Our Mission statement demonstrates our commitment to inclusion at English Martyrs school:**

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**To accept each individual as they are and to enable them to develop their full potential within a Christ-centred, worshipping community in a spirit of love, happiness and understanding**

***'A Learning Community in Christ'***

## **Snow and Extreme Weather Procedures.**

### **Aim:**

To make English Martyrs Catholic Primary School as safe as possible when severe weather conditions prevail.

### **Monitoring information about travelling conditions from the emergency services and weather warnings from the Met Office.**

- A Senior Leadership Team Member will monitor the weather and travel conditions on line or via a mobile phone link to the internet.

### **Deciding whether to keep the school open.**

- In slippery conditions when there is ice or snow on the ground, all reasonable steps will be taken to ensure safe access for children, parents, staff, visitors and other users of the school. Gritting supplies will be maintained by the Premises Officer and pathways, playgrounds and main entrances will be cleared as far as possible.
- In extreme conditions, the Headteacher will judge the severity of the journeys faced by both children and staff. The safety of the children and staff will be paramount in any decision making. The decision to close the school will balance the benefits of an early decision, (avoiding unnecessary journeys and providing parents with enough time to arrange childcare) against the drawbacks (finding that the situation is not as bad as initially presumed.)
- When the school cannot be brought into a safe condition, or disruption to transport links mean that a significant number of staff are unable to get to school, the Headteacher, in consultation with the Chair of Governors may make the decision to close the school. In this instance, a text message will be sent to all staff and parents using the School communications service. A message will also be put on the school website. The Headteacher will also advise West Sussex County Council of the closure.
- The weather conditions will be constantly monitored and parents/staff will be kept up to date via School comms and the school website.

### **Keeping the school open with fewer staff present than usual.**

- A risk assessment will be undertaken alongside a calculation of members of teaching and non-teaching staff able to travel into school.
- This decision will be made by the Headteacher or designated Senior Team member in consultation with the Chair of Governors.

### **Snow and Extreme Weather Procedures for Staff**

- Staff to be aware of weather forecasts, and in cases where snow is forecast, they should ensure that they allow themselves additional time in the morning to get to school as the journey may take longer than usual.

- Teachers to text/phone the Headteacher on the usual number if they are unable to get to work. This should be done as early as possible, and by 7 a.m. at the latest.
- Non-teaching staff to follow the same process, and text/phone the School Business manager if they cannot get to work.
- The Headteacher and the School Business Manager will liaise to establish how many staff are unable to work.
- The Headteacher will make the decision (along with the Chair of Governors) to close the school if it cannot safely open to children and staff.
- A school comms message will be sent by the Headteacher or the School Business Manager, to all parents and staff, stating that the school is closed.
- An emergency notice will be put on the school website by the Headteacher or the School Manager.
- The Headteacher will phone WSCC Contact Centre on 03330 142 903 to advise of the school closure (The Contact Centre opening hours are from 8.00am to 6.00pm, Monday to Friday.) If a decision is made that the school will be closed on the next school day, the Contact Centre will be informed before 3.30pm. (If it is anticipated that there will be a high volume of school closures, then an email facility will be activated in the Customer Service centre for Headteachers to report school closures. This email address is customer.service.schools@westsussex.gov.uk Headteachers will be advised by email and any 'emergency' telephone numbers or other processes set up to help communications will be confirmed.)
- In the event of school closure, it can be agreed with the Headteacher that school employees can work at home. This may include setting remote learning for pupils.

## ii. Radio

- The Headteacher will contact the local radio stations, More Radio, via email [news@moreradio.online](mailto:news@moreradio.online) and [studio@moreradio.online](mailto:studio@moreradio.online), and Heart Radio via phone and email on 01273 316900 / [news.sussex@heart.co.uk](mailto:news.sussex@heart.co.uk) , to inform of the school's decision to close. If this decision is for the following day, the contact will be made by 3.30pm. **(The message to be given to the radio stations is as follows - "This is the West Sussex Emergency Closure Procedure. The school name is English Martyrs Catholic Primary School. Our DFE number is 9383345.")**
- The school office staff will also contact transport providers, catering providers and club providers with the necessary information.

## **Emergency arrangements in the case of children/staff stranded at the school.**

- In the case of a child, one of the school's Designated Safeguarding Leads will contact Social Care
- In the case of an adult, the next of kin will be contacted and alternative local arrangements for the adult will be made, e.g. at the home of the nearest member of staff.

Appendix A: Risk assessment.

**English Martyrs Catholic Primary School**

<b>Risk Assessment:</b>	School Closure owing to Severe Weather		
<b>Employer:</b>	LA		
<b>RA Completed by:</b>		<b>Designation:</b>	
<b>Signed:</b>		<b>Date:</b>	

<b>Hazards Identified</b> (Please ✓ the identified level of risk)	<b>Risk Assessment</b>		
	<b>High</b>	<b>Med</b>	<b>Low</b>
• Severe weather conditions			
• Pupil contact details not up to date			
• Parents/carers unavailable			

<b>People at Risk</b> (Please ✓)	<b>Pupils</b>	<b>School Personnel</b>	<b>Parents</b>	<b>Visitors</b>	<b>Contractors</b>

<b>Existing Control Measures in Operation</b>	• Health & Safety policy
	• Security policy
	• Emergency contact procedures in place to notify parents/carers of school closure
	• Arrangements in place to cater for pupils not collected by their parents/carers

<b>Additional Preventative or Control Measures Required</b>	<ul style="list-style-type: none"> <li>• Continuous overseeing and monitoring by school personnel</li> <li>• <i>Please insert here any identified additional preventative or control measures.</i></li> </ul>
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<b>Monitoring &amp; Review</b>	<ul style="list-style-type: none"> <li>• Risk assessment reviewed annually</li> </ul>
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<b>Information Provided to School Personnel, Pupils, Parents &amp; Visitors</b>	<b>Please ✓ if in place</b>
• School Personnel Handbook	
• Risk Assessments Handbook	
• School Policies Handbook	
• School Handbook	
• Supply Teacher's Handbook	
• School Notice Boards	
• Emergency Announcements	

Appendix B: Letter to parents/carers.

Dear Parents and Carers,

**Extreme Weather - School Closure**

As you may be aware, there is a possibility of extreme weather in the West Sussex area.

If for any reason, the school has to be closed due to extreme conditions, we will notify you via text using the School Comms system, and we will also be advising West Sussex County Council. Their Contact Centre can be telephoned for up-to-date information on school closures on 03330 142 903, and their lines are open from 8.00am to 6.00pm, Monday to Friday. The local radio stations More Radio and Heart will also be given information on school closures.

If the school office does not have an up-to-date mobile phone number for you, please can you ensure that this is sent in as soon as possible.

Yours sincerely,

Dr. Helen Townsley  
Headteacher