



**Snow and Adverse  
Weather Policy**  
February 2025

## **ACTION IN THE EVENT OF CLOSURE**

The decision to close a school is a local management decision made by the Head teacher in consultation with the Chair of Governors. Once a decision has been made, the Head teacher must notify the Local Authority through the following method:

1. Contact Ash de Forges at Newcastle City Council (0191 2115057) who will contact local radio stations and will put it on the Newcastle City Council website.
2. A text message will be sent to all parents.
3. An alert will appear at the top of the school website.

Factors to be taken into account when making this decision include safety both within the school and access to it; number of staff able to attend safely; first aiders. There should be at least 6 members of staff made up of teaching and management to access the school.

The aim is to keep the school open to pupils (under a regime of reduced hours as necessary) or to re-open at the earliest opportunity. The Head Teacher is responsible for the decision to close to pupils.

The Wellbeing, Care and Learning [WCL] Duty Officer (**24 Hour Mobile: 07736 372567**) should be contacted prior to closure to consider any support that may keep the school open to pupils. This officer will co-ordinate requests from across the city and liaises with colleagues responsible for implementing the City Council's 'Winter Plan'. Roads leading to schools and key areas within schools (such as footpaths and car-parks) will be cleared and/or treated at the earliest opportunity. The time taken will depend on the extent and severity of disruption. It may be necessary to access school grounds at times when they are normally locked.

The school will monitor potential developments of severe weather during the winter and make arrangements to grit key access routes and footpaths within school premises. This is intended to prevent conditions that would prevent the school being opened to pupils but key routes may have to be cleared following overnight snow fall. The school should ensure that an appropriate level of grit supply is held on-site and that adequate insurance and maintenance arrangements are in place prior to the onset of winter.

The Head Teacher should consider the health and safety of staff, particularly where travelling conditions have deteriorated. It may be necessary to let staff with the furthest distance to travel home leave early to make their journeys in the most favourable conditions.

### **In the event of early closure**

Every effort will be made to keep the school open; however, should early closure be necessary, parents will be informed by text message and via the website. It is then their responsibility to arrange for their children to be collected. If they wish for other parents/responsible adults to collect their children, they must inform

the school. The school will not release children to other adults without permission. The decision to close the school early will be taken by the Head Teacher who will inform the Chair of Governors.