



RICHMOND HOUSE SCHOOL

Where children are happy to learn

Severe weather procedures		Associated Policies
Last reviewed	January 2021	Health and Safety
Next review	January 2024	Critical Incident Management
Owner	Bursar	Risk Assessment
		First Aid
		Trips and Visits

In the event of disruption caused by heavy snow, severe wind or flooding the prime concern of the school must always be the safety of the pupils and staff. The procedures herein cover all three elements, focussing on snow as this is the more prevalent issue.

If heavy snow falls overnight and continues into the following day, parents are asked to observe the following procedures. The decision as to whether or not to send a pupil to school must be at the discretion of the parents, taking into account factors such as local road conditions and the availability of child-care.

Staff are asked to make every effort to get to work although, again in severe conditions, they must make a judgement about the safety of travelling. Similarly, parents are advised to make decisions as to whether or not they feel it safe to send their child to school.

The school will post updates through the SMS service and on the website, informing parents of the situation. In particular, they will be advised as to whether or not the school will operate a normal timetable, depending on the number of staff and pupils available. In the event of having to operate with a small number of staff, the SLT will organise a programme of events on a daily basis.

When ice/snow, fallen trees or debris hamper movement around the School, in order to minimise the risk of injury to staff, pupils and parents, the estate staff will ensure that all paths and steps around the campus are cleared and/or gritted, or cleared of snow, as soon as is practicable. The estates team will endeavour to clear the car park and entrance once they have ensured that the pathways and access areas for pupils, is safe.

Pupils may be kept indoors if the SLT, in liaising with the estates team feel that the grounds are unsafe. Pupils will be warned by the member of staff on duty not to throw snowballs near windows, not to make slides on footpaths and to take extra care when playing in the snow. Pupils are only allowed outside to play under the supervision of the duty members of staff.

Appendix 1

Snow Policy and Procedures - information for parents.

In the event of disruption caused by heavy snow the prime concern of the school must always be the safety of the pupils and staff.

Heavy snow overnight

If there is heavy snowfall overnight and the unlikely decision is made to close the school, information will be communicated as follows, from 7 am:

- parents will be informed via the text messaging service of closure or delayed opening
- the website will be updated
- If you do need to telephone the school, please wait until after 8am.

The decision to close will not be taken lightly, but will be based on conditions around the school, the staff able to reach the school, the ability of the school kitchens to function and the weather forecast.

Heavy snow during the day

If heavy snowfall occurs during the day and the unlikely decision is made to close the school, children should either be collected from school or arrangements should be made for them to be collected. The following should be adhered to:

- parents should contact to the School Office;
- parents should ensure that the School is aware that their child(ren) has (have) been collected. If someone is collecting on your behalf please notify the office

It should be borne in mind that conditions in the surrounding areas are often more severe than in the city centre.

Updates: Only in the event of a change in the school day will updates be posted on:

- on the text messaging service.
- school website (www.rhschool.org)

The decision as to whether or not to send a pupil to school, however, must be at the discretion of the parents, taking into account factors such as local road conditions and the availability of child-care.

Please remember, we have to consider the safety of all our pupils and staff, some of whom travel a great distance to school each day from a variety of locations.

In the event of severe weather, messages will be communicated on the website and by text message by 7.00am, informing parents of the conditions and the procedures for the day. A more detailed bulletin will be placed on the homepage of the school's website, which we would ask parents to check (www.rhschool.org)

Once the school is open, we will remain open until the end of the normal school day, wherever possible.

If we feel it is necessary to send children home early, we will contact parents. In the event of extreme weather during the day, if pupils do need to be collected early, normal lessons may be disbanded and the remaining pupils who cannot be collected will be sent to their form rooms to await further instructions. Unless parents give specific permission that their children may make their own way home, the school will continue to look after them.

Under these circumstances, and if parents are concerned about their own local conditions, they are welcome to collect their children early.

To provide parents with information during the day, updated information will be placed on the website.