

St Charles RC Primary School

Inclement Weather and Emergency Closure Plan



CHRIST IS AT THE CENTRE



Compassionate
Helpful
Respectful
Inclusive
Sharing
Truthful



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Our mission at St. Charles RC Primary School is to try and centre our life in Jesus Christ, the spiritual foundation of our community.

We aim to pass on the faith we share in partnership with you.

We want the children in our care to grow and develop to their full potential within a caring Catholic community which recognises fully their true worth and God given talents. We look forward to working with you in a spirit of mutual trust and support.

We take pride belonging to St. Charles RC Primary School.

MISSION STATEMENT

As a family of God, we love to learn and learn to love

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.eflynn@salford.gov.uk of the closure.
- The Chair of Governors will be notified.
- Update the city council school closure website. Website can be viewed by parents/carers by visiting: This is the site that the local radio stations will access in order to publish details of any closures:
<http://www.salford.gov.uk/schoolclosures.htm>
- 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.
- The school answer phone will have an information message recorded on it if access to school is possible by a member of staff (0161 790 8050).
- The school website will display an information message on the ticker to be found at <http://www.stcharlesprimary.co.uk>
- The school closure will be posted on the following local radio stations:
BBC Manchester radio Heart Key 103
- 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
- A return to school will be notified to parents and staff by text message and the school answer phone message and web site will be updated.

RESPONSIBILITIES PARENTS

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

STAFF

- 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

IN PREPARATION FOR RE-OPENING 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 Risk of slipping on floors inside school Staffing levels
- Identify which members staff live close enough to the school and are thus able to negotiate safe travel.
- Identify/prioritise which classes/year groups will be kept operational if a full return is not possible.
- Consider the possibility of opening later and closing earlier.
- Advise staff/pupils to wear sensible clothing and footwear – include on messages on answer phone and website.

SITE MANAGER

- 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 suitable equipment to clear away snow/ice to create safe pathways in and out of the school building.
- Ensure that these pathways are maintained.

Equalities Statement:

St Charles RC Primary School is committed to valuing diversity and to equality of opportunity. We aim to create and promote an environment in which pupils, parents and staff are treated fairly and with respect, and feel able to contribute to the best of their abilities. The Governing Body recognises that it is unlawful to take into account anyone's gender, marital status, colour, race, nationality, ethnic or national origin, disability, religious beliefs, age or sexual orientation. Full consideration has been given to this during the formulation of this policy as it is the governors' aim that no-one at St Charles RC Primary school should suffer discrimination, either directly or indirectly, or harassment on any of these grounds.