



Inclement Weather Plans

Extreme weather conditions caused by heavy snow may reduce the number of staff who can access the school. This plan identifies actions to take during winter storms by employees of St Paul's Primary School when it is evident that a winter storm may occur during or after working hours. Flexibility must be exercised when implementing this plan because of the different circumstances associated with each winter storm. If discretion is exercised the school will err on the side of safety. Normal opening hours of the school are Monday - Friday from 8.45 a.m. to 3.30 p.m. for children.

System Wide Closing, Delayed Openings and Early Dismissals

Area wide closing, delayed openings and early dismissals are almost always due to inclement weather such as snow storms. Local Authority staff monitor weather reports and road conditions closely when inclement weather is in the forecast. Schools to determine whether to close school as soon as is practical.

If no announcement is made, that means the school is opening at the normal time.

If the decision is made to close the school, the following plan goes into effect:

- The school's emergency team will go into action to monitor and manage the situation.
- This school website will carry an announcement of the closing.
- The school text/email message service will be used to inform parents of the situation.
- Local radio stations will be notified.
- If classes are cancelled or dismissed early, all clubs are automatically cancelled.

Emergency Team Basic Plan

Should staff not be able to attend school in the morning:

1. Emergency Team Contact Headteacher to confirm ability to action their role.
2. Headteacher:
 - a. Liaise with all teaching staff to confirm ability to attend school.
 - b. Contact Asset Planning Team at Civic Centre to advise of the closure.
 - c. Update closure information on Salford's website:
3. Senior Teacher
 - a. Liaise with support staff to confirm ability to attend school: feedback to headteacher.
4. School Business Manager:
 - a. Log onto system and inform parents of closure.
 - b. Contact Citywide and Cook to inform them of closures
 - c. Record message on school voicemail
5. Site Manager:
 - a. Liaise with Headteacher attend school at earliest point.
 - b. When access made to school:
 - i. Clear snow
 - ii. Check heating works.
 - iii. Contact local builder to support snow clearance

Should heavy snow close school during the day:

1. Emergency Team meet Headteacher to confirm ability to action their role.
2. School Business Manager: Log onto system and inform parents of closure.
3. Senior Teachers meet with staff and inform of closure.
4. Site Manager contact local contractor to support with snow clearance.

It is expected that a small number of staff will be able to walk to school in most adverse weather conditions and therefore will be able to liaise with the Headteacher and Site Manager to determine the course of action to be followed.

Key Staff Arriving at School

1. Will give consideration to the number of staff either already in school or expected to arrive at school.
2. Will determine where pupils arriving at school should be directed e.g. into the hall until additional staff arrive or into classrooms if sufficient staff available.
3. Will contact Asset Planning Team at Minerva House to advise of the disruption to school.

Emergency Contact Numbers

Paula Flynn (Asset Planning Team)	0161 778 0447 paula.eflynn@salford.gov.uk
Kathryn Mildenstein (Asset Planning Team)	0161 778 0420 Kathryn.mildenstein@salford.gov.uk
Jane McGaw (Asset Planning Team)	0161 778 0418 jane.mcgaw@salford.gov.uk
Deborah. Keelan (Asset Planning Team)	0161 778 0131 deborah.keelan@salford.gov.uk
Cath Eckersley (Asset Planning Team)	0161 778 0419 cath.eckersley@salford.gov.uk
LA Transport (Pupils transported by the LA)	0161 922 7348 (from 7.00am)

Information Sheet for Parents and Carers

- **There is a 90% probability of severe cold weather/icy conditions/heavy snow in the North West of England.**
- **Following the severe weather in January 2010 we have now implemented a Severe Weather Protocol for St.Paul's Primary School.**
- **It is our aim that the school will remain open whenever possible but each situation will be assessed individually and will be subject to variation and change.**
- **As you will appreciate we must take into account both pupil and staff safety not only whilst in the school but also in attempting to travel to and from St. Paul's Primary School.**

In the event of severe weather the protocol will be:

1. School will be open unless parents are informed otherwise via message, the school website and/or Salford School Closure information page: <http://www.salford.gov.uk/schoolclosures.htm>
2. The school will be assessed by key staff to ensure that it is safe and the heating and water are working to a satisfactory standard.
3. The School Business Manager – Mrs Ahmed will notify parents via messaging service of the opening arrangements for the school.
4. The School Business Manager will advise parents which classes should attend the school if partially open.
5. Parents should expect to be requested to send their child with a packed lunch as sufficient catering staff may not be able to access the school in order to provide a hot meal.
6. For pupil and staff safety, if the severe weather relates to snow and ice, the gates on the playground entrances may not be opened and all parents and pupils will be required to use the main reception entrance at the start and end of the school day.
7. Parents must be aware that the situation will be monitored by key staff regularly and opening and closing times will be subject to variation such as opening later and closing earlier, depending upon the changes in the weather circumstances.
8. The school will endeavour to maintain effective communication with parents via the LA Website and text messages and, once staff arrive in school, via the telephone voicemail message and the school website.