



# Hopelands Preparatory School

38/40 Regent Street, Stonehouse, Gloucestershire, GL10 2AD

## Extreme Weather Policy

### Scope of Policy

This policy applies to the school including the EYFS.

### 1 Introduction

- 1.1 Every attempt is made to ensure continuity of education, but there may be extreme conditions when it is not possible to open the school for safety reasons. Alternatively, there may be circumstances where deteriorating weather conditions force a decision to close the School early. In such circumstances the following procedures will be followed.

### 2 Forecasts of Extreme Weather

- 2.1 If extreme weather conditions are forecast that may lead to road closures and transport disruption, staff and pupils will be put onto “weather alert” footing. This will involve informing them of the steps that will be taken in the event of a closure being unavoidable. In such circumstances, staff and pupils will be made aware of the methods of communication that will be used to confirm a closure before the start of a school day.

### 3 Closure before the start of School day

- 3.1 A decision to close Hopelands Preparatory School will, where possible, be made before 7.00 am. The closure decision will be made by the Head Teacher based on the most up-to-date information available on local road and weather conditions, transport and traffic delays, weather forecasts and consultation with the teaching staff and Bursar.
- 3.2 In the event of the School closing, parents and staff will be informed via:
- 3.2.1 SMS text message – The Bursar to action
  - 3.2.2 E-mail – The Bursar to action
  - 3.2.3 The school website - The Bursar will ensure that closure information is immediately uploaded onto the School’s homepage at [www.hopelands.org.uk](http://www.hopelands.org.uk).
  - 3.2.4 BBC Radio Gloucestershire – The Bursar to action
- 3.3 Informing the local radio ensures that the School will be listed as closed on their website and thus provide an additional source of information.
- 3.4 The Bursar will contact the Kitchen Manager to cancel hot meals for the day.
- 3.5 The school telephone will be diverted to the Bursar who will be available to answer any phone calls.

#### **4 Closure during the School day**

- 4.1 Any decision about an early closure will be made by the Head Teacher in consultation with the teaching staff and Bursar. Such a decision will be based on references to local traffic and weather reports.
- 4.2 Pupils will be called into their form period groups to start the closure process and be notified of the closure time.
- 4.3 Some members of staff may need to leave early to ensure they get home safely. In such cases, the school may run a 'skeleton' service, closing at 3.30pm, with no after school clubs or care.
- 4.4 Hopelands Preparatory School will remain open and staffed until the last pupils are able to leave the site.

#### **5 Reopening after an emergency closure**

- 5.1 A decision to re-open Hopelands Preparatory School after a forced emergency closure will be made, where possible, before 7.00am. Such a decision will be based on the most up-to-date information available on local weather and road conditions, transport and traffic delays and weather forecasts for the immediate future.
- 5.2 Radio stations will not announce re-openings; therefore, staff and parents should understand that unless the School is listed as being closed it is likely to be open as normal.
- 5.3 The Bursar will amend the website homepage information accordingly.
- 5.4 The Bursar or School Secretary will contact the Kitchen Manager to start hot meals again.
- 5.5 As soon as The Bursar or School Secretary arrives in School, the telephone diversion will be cancelled so that callers will know that the School is open.

This policy was adopted at a meeting of

Hopelands Preparatory School

Held on

February 2016

Date to be reviewed

February 2018

Signed on behalf of the senior management team



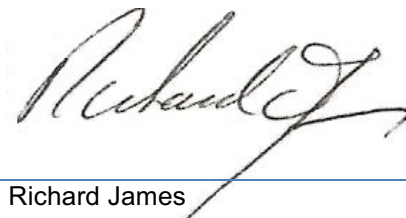
Name of signatory

Sheila Bradburn

Role of signatory

Head

Signed on behalf of the Governing Body



Name of signatory

Richard James

Role of signatory

Chair of Governors