



# **School Closure Due to Inclement Weather Guidelines**

## **Decision to close the school**

The decision to close the school is thought about very carefully and is always deemed as the last resort. Our main consideration will always be the health and safety of our children and staff. Please be aware that all schools are different and can be affected by such situations in different ways, depending on how children arrive to school either by motor transport or walking and whether staff live a long way away etc.

## **Safety of the site**

Our staff team will attempt to grit the school walkways to minimise the dangers of slipping on frost, snow and ice in outside areas and on access routes, however we must emphasise that there will always be the risk that some areas will not have been gritted thoroughly enough and urge visitors, pupils, parents and staff to take care when entering the school site on bad weather days.

## **Closure in Extreme Weather**

In the case of extreme weather, any decision whether or not to close the school will be taken as early as possible. The Head Teacher will consult with the site staff at 6:30am and make a decision about whether school will remain open. 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.

If there were to be a school closure, the situation will be monitored on a daily basis and the conditions of the site, the surrounding area and the supervision of pupils will be reassessed by the Head teacher.



## Procedure and Actions taken in the event of A School Closure

### School Closures outside of the school day

In the event of inclement weather, and once a decision has been made to close the school, the following actions will take place:

1. We will announce the closure using the following forms of notification
  - a. **Sending a text message to parents;** a text alert will be sent to the main contact for your child. Sometimes this is not always reliable especially at times of high demand on mobile networks and demands are greater when travel arrangements are disrupted. It is important that you let the school office know if you change your mobile telephone number, so we can update our systems.
  - b. **publishing on the school website @**  
<https://www.hanwellfieldscommunityschool.org.uk/>
  - c. **publishing on the local authority website @**  
<https://www.oxfordshire.gov.uk/residents/schools/emergency-school-closures>
  - d. **local radio stations, who will broadcast the closure;**
    - i. BBC Radio Oxford FM 95.2 @ <https://www.bbc.co.uk/radiooxford>
    - ii. Heart FM 102.6/97.4 @ <https://www.heart.co.uk/oxfordshire/>
    - iii. Banbury Sound @ <http://www.banburysound.co.uk/>
    - iv. Jack FM 106.8 @ <https://www.jackfm.co.uk>
- This is the means by which we will communicate with all parents. Please do not phone the school because we need to keep the telephone lines clear for staff.

If you log onto the Oxfordshire County Council website or tune into these stations and there is no mention of Hanwell Fields Community School, then we are open for business as usual. Therefore, if there were to be a weather warning and you feel that there would be a possibility of the school being closed, please check every method given in this procedure by going to the school and the school closures website as detailed above; tune in to one of the radio stations and ensure that mobile phones of the main contact are turned on. Furthermore, If you have confirmation that the school is to be closed, it is always helpful to contact others you know to check the message gets through effectively.



## School Closures within the school day

If the school has to be closed during the school day, the school will begin a procedure for contacting parents as soon as possible. This will be through firstly, text alerts to all main contacts for pupils, as well as using the above procedures i.e. through contacting local radio stations and using the school's and the local authorities websites.

In such occasions, our main aim is to ensure the safety of the children on the school site whilst waiting to be collected.

This policy will be reviewed every 2 years.

Head Teacher	Signature:  Head Teacher
Agreed by the Governing Body	Approved:  Chair of Governors
Next Review date:	October 2021