



Sheep Dip Lane  
PRIMARY SCHOOL

# Severe Weather Policy

Autumn 2018

Status	Statutory
Governing Body Committee	Finance, Facilities, Human Resources and Premises (FFHR)
Responsible Persons	Mrs F Parish Headteacher Mrs S Foster School Business Manager
Date the policy was agreed	September 2018
Review date	September 2021

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Mrs F Parish  
Head Teacher

Growing Gifts





Sheep Dip Lane  
PRIMARY SCHOOL

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## Sheep Dip Lane Primary School: Severe Weather Policy Reviewed: November 2015, November 2016, September 2018

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### Contingency Plan for Severe Weather Written – February 2012

#### **Aim**

Our school appreciates that any closure will disrupt children's education and can make life very difficult for parents/carers especially those who work and need to find child care at short notice.

Therefore, Sheep Dip Lane Primary School has developed this contingency plan for severe weather on the assumption that school will endeavour to stay open where possible using strategies such as reduced hours in the school day and reduced numbers for each year accessing provision dependent on staff available.

**Of course exceptionally severe weather or other crisis events may disrupt the best of plans.**

It may be necessary to close school for a variety of extreme, reasons including:

- Exceptional weather including flooding, snow or storms.
- Disruption to national transport system through petrol or diesel shortages.
- Accommodation problems for example loss of power supply, heating failure or fire damage.

#### **Decision for closure**

*The decision to close our school will normally rest with the Head teacher or in her absence the Deputy Head and will be confirmed with the Chair of Governors.*

*The decision will be made where possible before 07:00 am on the basis of information received from the media about weather, supplemented by on the spot observation by the Site Manager and through appropriate agencies such as the Met Office.*

Factors involved in reaching a decision to close the school are likely to be:

- \* *If access to the school i.e road conditions (obstructions, snow, ice, flooding etc...) prevent safe entry to the grounds and building.*
- \* *break down of school essential services (heating, electrical services, water, storm damage etc...)*
- \* *lack of: first aid cover, designated persons for child protection, food service etc.*

*The Head Teacher will advise staff and Governors through text alerts, phone calls and/or email. School will attempt to access the school texting service, website and/or Marvellous Me to contact parents/carers but strongly advise parents/carers to also listen to TRAX FM 107.1-107.9 or access their website for school closures. TRAX FM [www.traxfm.co.uk](http://www.traxfm.co.uk) click on school closures, alternatively call 01302 341166*

*If school is to be closed for a number of days information on closure and re-opening will need to be updated with TRAX FM on a daily basis.*

Finally information signs will be posted at all gates onto the school grounds and a member of staff who lives near to school will man the phones until 10.30am 01302 842464

### **Initial Response in the event of severe weather**

#### **Staff present at school as soon as is possible**

Although it is recognised that severe weather conditions make it difficult for staff to get to and from work, unless advised to the contrary by the Head Teacher or Deputy, the expectation is that all staff present themselves for work as soon as they can safely.

#### **2) Clearance of snow**

Within the school site, the school is responsible for snow clearance and the clearing of approach paths is the specific task of the Site Manager. When severe weather is forecast, the Site Manager will spread salt and grit the night before and also on arrival at 06:30 am.

In extreme conditions, the Head Teacher will act on the advice of the Site Manager to action snow clearing from other agencies and suppliers. Please note the clearance of public roads is the responsibility of the Highways Department.

#### **3) Reduce School Hours**

The school will start at 10:00am to give as many staff the opportunity to get in. It will also close at 14:00pm to support children and staff getting home safely.

#### **4) Reduction of year groups**

In the event of greatly reduced numbers of staff getting into school children will be taught in key stage appropriate groups.

If there is a question of children's safety being at risk, for instance if the playground is deemed unsafe, school will take the responsibility to keep the children indoors.

Mrs Parish will be first to site. Staff living closest to school will be expected to cover classes as needed until further colleagues arrive. School Governors who live close have expressed commitment and are to hand if necessary to support. School will decide how many classes are to remain open determined by first aid and designated staff available. Situations will be adapted to meet the needs of the children as staff arrive.

## **Policy Review:**

The policy is updated by the Head teacher and the School Business Manager every 3 years.

Date of Policy September 2018

To be reviewed September 2021,

Signed: Head teacher *F Parish*

Signed: Governor *D Wright*