



# Holtsmere End Junior School

## Severe Weather Procedure

There are occasions when the school has to be closed in order to ensure the safety of both the children and the staff. In most cases the decision to close is made if snow or ice means that the roads are unsafe or if the school site is deemed unsafe. Similarly, if a significant number of staff are unable to travel to school because of the severe conditions (some of whom travel a considerable distance), then the decision to close may also be necessary.

It is, however, our intention is to keep the school open whenever possible. With this in mind we have decided that, if circumstances allow, a 'Late Start Day' will be implemented instead of full school closure.

A 'Late Start Day' will mean that school will start at 10.00am, and will then finish at 3.00pm.

We will endeavour to provide as much advance notice of a school closure or Late Start Day as possible and students will be alerted to the possibility of a 'Late Start Day' the day before. The final decision of either 'Late Start Day' or full school closure will be communicated as early as possible, on the morning in question, via the normal communication channels, which include:

- School website
- Parentmail
- Recorded phone message
- Three Counties Radio

The same process and method of communication will then be followed on each subsequent day of severe weather.

Similarly, the school may need to impose an 'Early Finish' to enable staff and students to return home safely. This will be communicated in the same way.

We fully appreciate the disruption caused during such times and are seeking to minimise this as much as possible.