

# Bell Farm Primary School

## Adverse weather protocol



The school will endeavour to stay open whenever possible. If adverse weather such as snow is forecast this may affect the school operating as normal. If a decision is to be made to close the school this will be made by the headteacher and communicated to parents, carers and staff as follows:

1. We will ensure that the homepage of our website [www.bell-farm.co.uk](http://www.bell-farm.co.uk) is updated throughout the day regarding any developments which might affect the school operating normally.
2. We will send a message by text by 7.30am to alert parents, carers and staff if the school is to close.
3. Local radio stations will be informed that the school is closed.

### a) Severe overnight weather

Once we have made the decision as to whether the school will open or not, this decision will be posted on our website by 7.30am. Please always refer to our website in the first instance. A member of school staff will be situated at the entrance of the school to answer questions. If the school does close, any pupil who has made their way to school should come into school where they can wait safely supervised in the warm until their parent/carer can be contacted.

### b) If the weather deteriorates during the day

1. The school will be closed early **only in extreme cases**.
2. The decision to close the school will be made by the headteacher.
3. Any decision to close the school early will be passed on to staff, parents and carers as soon as we have arrangements in hand. This message will be conveyed to parents/carers on the website and sent by text.
4. Parents / carers will need to come into school to sign out their children. Children will only be released to contacts known to the school. If a parent / carer is unable to collect their child and needs to make alternative arrangements, this must be communicated to the school before their child is released.
5. The school will be kept open with staff on hand until the last pupil has left.

Care should be taken moving around the school site and all individuals should stay on gritted routes