



The Blue Coat School

## **SNOW AND SEVERE WEATHER POLICY**

Approved by the Governors' Safeguarding, Health and Safety Committee

Signed: \_\_\_\_\_

(K Gilmore – Chair of Safeguarding, Health and Safety Committee)

Date: \_\_\_\_\_

Date of Next Review: Trinity 2026

This Policy for Snow and Severe Weather was devised by the Headmaster, Bursary and Head of Prep in consultation with the Senior Leadership Team.

## **SNOW AND SEVERE WEATHER POLICY**

### **1. PRINCIPLE**

#### **1.1**

The school will remain open if at all possible although it may not be possible to follow the usual routines and curriculum.

### **2. SCHOOL CLOSURE**

#### **2.1**

If weather conditions are deemed unsuitable for the school to open, or if there is doubt as to whether the school will open, parents will be informed via a text message, sent to their mobile phone, and by an accompanying e-mail. This will be actioned by 6.30am on the day in question.

#### **2.2**

The decision to close the school will be made by the Headmaster following consultation with the Senior Leadership Team. Communication with parents will be actioned by a member of the Senior Leadership Team or a member of the admin staff.

#### **2.3**

Where conditions deteriorate during a school day, parents will be sent a text message to their mobile phone, and an accompanying email, to advise of the early closure of the school and to provide details of collection arrangements.

### **3. PROCEDURES**

#### **3.1**

Unless the decision to close has been taken, all staff should attempt to reach school except in hazardous conditions.

#### **3.2**

Where staff are unable to get to school, they should contact the relevant members of staff on the telephone numbers previously provided:

- Pre-Prep staff should contact the Head of Pre-Prep or the Deputy Head Pre-Prep;
- Prep staff should contact the Head of Prep or the Deputy Head Prep; and
- Support Staff should contact the Bursar.

#### **3.3**

Where the school has closed, or if the school remains open, overall responsibility for making decisions about the day's schedule and other matters pertaining to health and safety, will be assumed by the Headmaster, in consultation with the Senior Leadership Team and the Estates and Compliance Manager. Such details will be communicated clearly, and in a timely manner, to both parents and staff.

#### **3.4**

Where the school remains open, careful consideration needs to be given to the children's arrival at school as absent staff may impact on usual supervision routines. The Senior Leadership Team will ensure that appropriate supervision is provided at these times, utilising staff living on site and those staff who arrive first in school.

#### **3.5**

Parents and staff should assume that the school will open normally on the following day and make arrangements accordingly.

#### **4. ESTATES MATTERS**

##### **4.1**

The Bursar will consult with the Estates and Compliance Manager and those members of the Estates Team who reside on site and form an opinion on the conditions. This opinion will then be communicated to the Headmaster and Senior Leadership Team.

##### **4.2**

Where the school remains open, the Estates Team will identify the key footpaths and grit in priority order. This is deemed to be footpaths, roads and fire exits. Footpaths shall be checked throughout the day to ensure additional grit is applied as required.

##### **4.3**

Upon opening each building, the Estates Team will check all heating systems to ensure they are working.

##### **4.4.**

In cases of extreme high winds, the Bursar, the Estates & Compliance Manager, those members of the Estates Team who reside on site, shall conduct a visual survey of all trees on site for damage.

#### **5. RELATED POLICIES, MONITORING AND POLICY REVIEW**

##### **5.1**

The Policy will be reviewed annually to ensure that it complies with statutory requirements and to ensure that any changes in practices are accurately reflected. It will be presented to the Governors' Safeguarding and Health and Safety Committee for approval in the Trinity Term. The minutes of this meeting will be presented to the Governors.