



Guardian Angels Catholic Primary School

Inclement Weather Guidance

Date Written	September 2025
Date Agreed	
Chair of Governors (Signature)	Mary Higgins
Head Teacher (Signature)	Helen Milligan
Date for review	September 2027

1. School Ethos and Commitment

It is the policy of Guardian Angels Catholic Primary School to make every effort to remain open whenever possible. Our prime concern must always be the safety and well-being of all pupils and staff. We appreciate that adverse weather conditions can place considerable difficulties upon parents and families.

2. Decision to Close the School

The decision to close the school, either before or during the school day, will be made by the Executive Head Teacher, taking into account the safety of all our pupils and staff, some of whom may travel a great distance. We will always endeavor to open the school as long as it is safe to do so.

The school will only be closed if one or more of the following conditions apply:

- Insufficient staff are able to come in to keep the school running safely.
- Conditions on site are dangerous (e.g., heavy snow, black ice, fog, floods, strong winds).
- Conditions are considered to be or are anticipated to later become too hazardous for travel.

3. Communication Regarding School Closure

3.1 If the school is to close in the morning:

- The Executive Head Teacher / Head of School will inform staff and parents via text message or telephone.
- The Executive Head Teacher, Head of School or office staff will post an update on the school website.
- The site manager will display 'closure' signs on the school's entrance gates.
- Staff who are able to get into school will use the phones to inform parents or answer queries.
- Staff will be posted outside school to inform parents/carers as they arrive (if safe to do so).

3.2 Closure during the school day (early release):

The safety and well-being of pupils is paramount. Safe and speedy dismissal of pupils in the event of an emergency closure depends on the school and parents/carers working in partnership. If the weather forecast worsens, the Executive Head Teacher / Head of School may decide to close school early and ask for parents/carers to collect children. Such an early release will only be contemplated in very extreme circumstances. Parents will be contacted by text or, if necessary, by phone at home or work.

4. Parent/Carer Responsibilities

- Parents are expected to check the school website and/or make themselves aware of the text message system (including keeping phone numbers up to date) when it is clear that a closure is a possibility.

- It is the responsibility of parents/carers to ensure that the school has up-to-date emergency contact details.
- During bad weather, children may arrive later than normal; parents should endeavor to contact the school to let them know they are on their way if likely to be delayed.
- In isolated instances where parents are unable to get their children into school, they should inform the school of the circumstances of this exceptional situation, as the school has a duty to clarify the circumstances of each absence. Parents acting on the assumption that the school would be closed without gaining confirmation, or failing to inform the school of the circumstances that prevent the child from coming into school, risks their child being registered as an un-authorised absence.

5. School Premises and Safety

- During significant adverse weather conditions, the school will be open from **8:35 am**. All children should enter the school directly by the front entrances and side gate and take themselves into class where an adult will be waiting to greet them.
- Parents, children, and visitors will be made aware that pathways, even where cleared, do remain dangerous. Children will also be reminded of this in assembly.
- Before and after school opening hours, parents are responsible for ensuring their children do not slide on the school playground.
- Staff and children are strongly advised to wear appropriate clothing and footwear for extreme weather conditions.
- Where the school is officially closed, all absence is counted as authorised absence.
- During adverse weather conditions, the playground may be out of bounds to children at break times, and also to parents and children at the beginning and end of school, if the Head Teacher deems it necessary.

6. Pathway Clearing and Gritting (Snow and Ice)

In the event of snow, some pathways will be cleared and salted. On school days where the school is closed to pupils, where possible, the pathways will still be maintained on a daily basis by the caretaker to prevent buildup of ice and snow.

The gate at the back of the school will not be used.

Where necessary, essential pathways will be maintained as clear as possible throughout the day.

7. Head Teacher's Absence

In the Executive Head Teacher's absence, the Head of School or senior teacher on site will assume responsibility for making all decisions relating to the Inclement Weather Guidance/Adverse Weather Policy during the school day.

Appendix 1- In icy conditions, the caretaker will salt wide pathways as follows (order of priority):



Order for clearing and gritting of the school by the priority