



Holy Trinity C of E C School

Severe Weather Policy 2026-2029

Policy Title	Severe Weather Policy
Approved By	Holy Trinity C of E (C) Primary School
Date Approved	8 th January 2026
Review Cycle	3 years
Related Policies	Health and Safety Policy, Safeguarding and Child Protection Policy, Remote Education Policy, Business Continuity Plan
Next Review Due	9 th January 2029

*Be Curious, Be Inspired, **Belong.***

At Holy Trinity, we want every pupil to grow into a curious thinker, an inspired learner, and a valued member of our school community. Our children will know they are seen, loved, and supported to thrive. They develop the character and confidence to show kindness, courage, respect, responsibility, perseverance, and togetherness. Through exploring new ideas and contributing positively to school life, our pupils flourish academically, socially, and spiritually as they prepare for life in today's Britain.

Matthew 19 verse 14

"Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."

Our School Values

- Kindness
- Courage
- Respect
- Responsibility
- Perseverance
- Togetherness

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1. Purpose

This policy sets out how the school will respond to severe weather conditions to ensure the safety and wellbeing of pupils, staff, and visitors, and to provide clarity around decision making and communication.

2. Definition of Severe Weather

Severe weather is classified as weather conditions which have an impact on service delivery. This may include heavy snow, black ice, fog, flooding, or strong winds.

In the event of disruption caused by severe weather, the prime concern of the school will always be the safety and wellbeing of pupils and staff.

3. Decision Making and Authority

The decision to close the school, delay opening, or close early will take account of the safety of all pupils and staff, including those who travel significant distances to school.

The school will always seek to remain open during adverse weather where it is safe to do so.

The Headteacher is authorised to make an emergency closure when weather conditions or other exceptional circumstances would place the health, safety, or welfare of pupils or staff at risk. Decisions will be informed by dynamic risk assessments considering staffing levels, site safety, weather forecasts, and travel conditions.

In the absence of the Headteacher, the Deputy Headteacher on site will assume responsibility for all decisions relating to this policy.

4. Criteria for Closure

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

- Insufficient staff are able to attend to operate the school safely
Conditions on site are unsafe
- Travel conditions are, or are expected to become, too hazardous during the school day

Particular consideration will be given to vulnerable pupils, including those with SEND, EHCPs, or safeguarding needs, when making decisions about closure or early dismissal. Where required, the school will liaise with parents and relevant external agencies.

5. Transport Considerations

School transport services may be affected by severe weather. Parents and carers should be aware that transport availability is determined by the local authority or transport providers and may influence school opening or closure decisions.

6. Procedures if the School Closes Before Opening

If the school is required to close before the start of the day:

- A text message will be sent to all parents and carers
- The closure will be recorded on the Staffordshire County Council website and the school website by the Headteacher
- Staff who are able to attend will use school phones to respond to parental queries
- Where appropriate, staff will be positioned at the school entrance to inform parents and carers on arrival

7. Closure During the School Day

The safety and wellbeing of pupils is paramount. Safe and orderly dismissal depends on close partnership between the school and parents and carers.

If weather conditions deteriorate significantly, the Headteacher may decide to close the school early and request that parents and carers collect pupils before the end of the day. This decision aims to reduce congestion, support safe travel, and ensure pupils return home before conditions worsen.

8. Parent and Carer Responsibilities

Parents and carers are responsible for ensuring the school holds up to date emergency contact details.

When severe weather is forecast, parents and carers are expected to check school communications, the school website, telephone messages, and local radio broadcasts.

The school recognises that pupils may arrive later than usual in adverse weather. Parents and carers should contact the school if delays are anticipated.

Where the school is officially closed, all pupil absence will be recorded as authorised.

9. Staff Responsibilities

Staff are expected to make every reasonable effort to attend school during adverse weather. However, staff are not expected to place themselves at risk when travelling in unsafe conditions.

10. Remote Education

Where severe weather results in closure beyond one school day, the school will consider appropriate remote education provision in line with the school's Remote Education Policy.

11. School Premises and Site Safety

During snow or icy conditions, priority pathways will be cleared and gritted where possible. Parents, pupils, staff, and visitors will be reminded that surfaces may remain hazardous even when treated.

In icy conditions, the caretaker will prioritise the following routes:

- Pathway to the front of school and main office
- Pavement route around the car park
- Areas affected by ice will be treated with grit or rock salt

Essential pathways will be maintained throughout the day where possible.

On days when the school is closed to pupils, these routes will be maintained where feasible to prevent the build-up of ice and snow.

During significant adverse weather, the school will open from 8.45am to allow pupils to enter classrooms promptly. Playgrounds may be closed during break times if conditions are unsafe.

Parents are responsible for supervising children on site before and after school and for ensuring that snow or ice is not thrown or used unsafely on the playground

12. Business Continuity

This policy supports the school's wider business continuity and emergency planning arrangements.