



# Griffin Primary School

## Adverse Weather Policy



1	Summary	Adverse Weather Policy			
2	Responsible person	Louise Pitts			
3	Accountable SLT member	Louise Pitts			
4	Applies to	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
5	Who has overseen development of this policy	Louise Pitts Andy Kitchin			
6	Who has been consulted and recommended policy for approval	LGB			
7	Approved by and date	LGB 25.10.24			
8	Version number	1.0			
9	Available on	Every	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Trust website Academy website SharePoint	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N
10	Related documents (if applicable)	Emergency Evacuation and Critical Incident Policy			
11	Disseminated to	<input checked="" type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
12	Date of implementation (when shared)	Autumn Term 2024			
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			



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## 1. Introduction

Care must be taken whilst moving around the site in poor weather conditions as surfaces may be slippery.

The decision to close Griffin Primary School will be made by the Head of School, after discussion with the Executive Headteacher, or the most senior member of staff on site. Griffin Primary School will only be closed if one or more of the following conditions apply:

- 1) Insufficient staff are able to come in to school to keep it running safely.
- 2) Conditions on site are dangerous.
- 3) Conditions are considered to be or are anticipated to later become too dangerous to travel.

## 2. Definition of adverse weather

Adverse weather is weather bad enough to affect the normal running of the school during term time.

## 3. Implementation of this policy

This plan will be implemented when a member of Griffin Primary School's Critical Incident Management Team (see Emergency Evacuation and Critical Incident Policy for more information of this) is notified of an incident and considers that it is necessary to take action; and considers that a suitable action cannot be taken without triggering the co-ordination arrangements contained in this plan.

## 4. In the event of heavy snow before the school day starts

When the closure of Griffin Primary School is possible, parents/carers can find out whether the school is open by:

- Checking the Griffin Primary School website [Griffin Primary School - Hull | A Venn Academy Trust School](#)
- Checking the Griffin Primary School X page [X](#)
- Messages sent direct to parents/carers via Parentmail
- Listening to BBC Radio Humberside (95.9FM, Freeview 721 or DAB radio) and listening to Viking FM (96.9FM or DAB radio)

The Head of School, after discussion with the Executive Headteacher, will decide whether Griffin Primary School will be open, taking into account the conditions at the school and the ability of staff to get there.

If the Head of School decides the school will close, they will send the information to staff via email, phone call and word-of-mouth via phase leaders; and to parents/carers via the means outlined above.



If it is decided that Griffin Primary School will open, but the road conditions are difficult, parents/carers should ring to advise that they are likely to be late. All pupils arriving late must be signed in at the school office.

If parents/carers assume that the school is closed, but it is actually open, the absence will be recorded as unauthorised unless the Head of School is satisfied that there are exceptional circumstances.

## **5. In the event of heavy snow during the school day**

If there is heavy snowfall during the school day, the Head of School will decide whether it is necessary to close the school.

If this is the case, office staff and support staff from classrooms will contact parents/carers and ask that they pick up their child/children from school as soon as possible. A message will be sent to parents/carers via Parentmail informing them of the closure, and a message will be posted on the school's X page [X](#).

The staff who live furthest from Griffin Primary School will be permitted to leave at the earliest opportunity. Staff who live closest will remain at the school until all pupils have been collected.

If a parent/carer rings requesting they pick up their child/children early due to the weather, and the decision has not been made to close the school, these requests will be considered on an individual basis by the Head of School.

## **6. Exceptional circumstances**

Griffin Primary School recognises that there may be cases where families are “cut off” due to particular difficulties in the area in which they live. In such cases, parents/carers should advise the Head of School of their particular circumstances for consideration about whether the absence will be authorised or not.

If there are adverse weather conditions in the morning, the Head of School can allow the school doors for each year group to be opened early, ahead of the usual opening time of 8.40am. This will only be done once the Head of School has checked that there are staff to supervise in each phase.

## **7. Wet playtimes or lunchtimes**

The Phase Leader for each phase will decide if the weather is bad enough to keep pupils indoors at playtime and lunchtime. As much as possible, pupils will be taken outside to get some fresh air dependent on the weather conditions and pupils having a suitable coat and footwear.

If the weather is bad enough to necessitate an indoor playtime, one member of staff will remain in the classroom to supervise playtime with all pupils remaining in their



own classrooms. Members of staff who stay in the classroom during wet playtime, can take a short break once lessons have resumed.

If the weather is bad enough to necessitate an indoor lunchtime, pupils will return to their classrooms after eating their lunch and will be supervised by the usual designated member of staff for lunchtimes for that class – usually the class ASA. Pupils will remain in their own classrooms.

This policy will be reviewed as and when required.