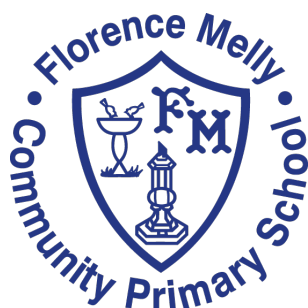


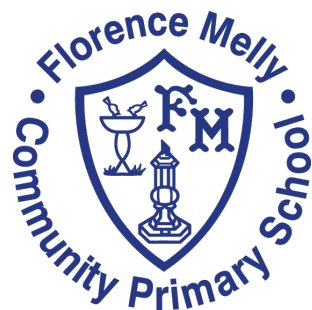


Florence Melly
Community Primary School

Adverse Weather Conditions Policy

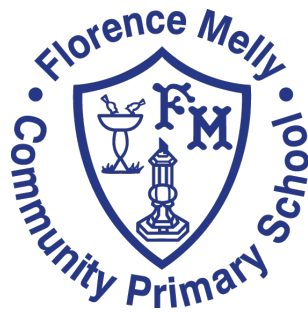
Policy Title:	Adverse Weather Conditions Policy		Date written:	November 2025
Written by:	Aaron Leach (Headteacher)		New or revised policy:	Revised (Version 2)
Implementation	Date of ratification:	Date presented to staff:	Date of renewal:	
	October 2026	September 2026	September 2027	





Policy Version Control

Date of Update	Overview of changes made	Version
September 2026	Annual review completed. Policy updated to reflect current DfE guidance regarding adverse weather, heatwaves and school closures. Strengthened procedures for risk assessment, partial opening, vulnerable pupils, attendance, remote education and communication with families.	V2



Adverse Weather Conditions Policy

September 2026

1. Statement of intent

Florence Melly Community Primary School will make every reasonable effort to remain open and provide education during adverse weather conditions, including snow, ice, storms, flooding and periods of extreme heat.

The school recognises that children benefit from attending school wherever it is safe to do so and that continuity of education is important for learning, safeguarding, wellbeing and family stability. Decisions regarding school closure or restricted operation will only be taken where a risk assessment identifies that the health, safety or welfare of pupils, staff or visitors cannot be adequately protected through reasonable adjustments and control measures.

The purpose of this policy is to:

- Make the appropriate procedures clear, in relation to operating the school during adverse weather conditions.
- Make clear the grounds for a school closure due to adverse weather conditions.
- Advise and inform staff and parents of the systems and procedures in place in the event of a school closure due to adverse weather conditions.

As a local authority maintained school, we will always seek the advice and guidance from Liverpool City Council in relation to decisions made relating to adverse weather conditions.

2. Roles and responsibilities

The Headteacher is responsible for:

- Deciding whether the school will close due to adverse weather.
- Informing parents and staff of any closure.
- Deciding whether pupils should be kept indoors during break times and reporting this decision to staff at the earliest opportunity.
- Ensuring the school is fully stocked with snow clearing equipment.
- Reviewing this policy, and including it as part of the school's SEMP (School Emergency Management Plan).
- Ensuring classroom temperatures are maintained at an appropriate level.
- Ensuring that staff model good practice in terms of sun safety.
- Ensuring that staff understand the precautions for pupils in terms of sun safety.
- Ensuring staff receive appropriate training and guidance on the stipulations in this policy.

The facilities manager/site manager is responsible for:

- Completing a risk assessment that covers adverse weather and gritting.
- Ensuring gritting is carried out in line with the procedures outlined in this policy.
- Ensuring all equipment is maintained and stored properly, notifying the Headteacher of any damages.

Staff members are responsible for:

- Adhering to the requirements of this policy.
- Reporting any concerns relevant to this policy to the Headteacher.
- The safety of pupils, colleagues and themselves.
- Wearing appropriate footwear and clothing during periods of adverse weather.
- Liaising with one another before the end of the day to discuss an exit plan for pupils, this includes escorting younger pupils to the entrance to be collected by their parents.
- Modelling good practice in terms of sun safety.
- Encouraging pupils to stay appropriately hydrated.

Parents/carers are responsible for:

- Only using the designated and cleared areas whilst on the school premises.
- Collecting their children when the school needs to close.
- Keeping all their contact information up-to-date.
- Ensuring they and their children wear the appropriate footwear and clothing for adverse weather.

3. School closure

Before considering closure, the school will consider whether reasonable adjustments can be made including:

- Collecting their children when the school needs to close.
- restricting access to affected areas;
- amending arrival and departure arrangements;
- relocating pupils within the building;
- modifying the school day;
- adapting curriculum activities;
- reducing outdoor activities;
- implementing additional supervision arrangements.

Closure will only be considered when these measures are insufficient to maintain a safe operating environment.

The Headteacher will monitor weather-health alerts from the UKHSA and Met Office. The school will make a local assessment and initiate all appropriate procedures in response to an alert. Alerts will be reviewed to ensure the school fully understands the potential impacts and how likely they are to occur.

The decision to close the school will be made by the Headteacher, with the support of the site manager. The Chair of Governors will also be consulted when making a decision about school closure. In the absence of the Headteacher, the Deputy Headteacher (or any other member of the SLT) will assume the responsibility of the Headteacher in relation to this Adverse Weather Policy.

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

- Conditions on site are considered to be unsafe and are likely to present danger to users of the site
- Staff numbers are insufficient for the school to operate safely

In the event of school closure:

- The Headteacher will inform staff and parents/carers via the school website, Class Dojo and/or other school and social media based platforms.
- The site manager will display 'closure' signs on the school's entrance gates.

In the event of the school having to close during the day, parents/carers will be contacted using Class Dojo or text message/telephone, using the emergency contact numbers provided on the Universal Consent Form, and asked to collect their child from the school as soon as possible

Where a temporary closure is necessary, the school will provide remote education, where reasonably practicable, in accordance with the Remote Education Policy. The school will communicate arrangements to parents/carers as soon as possible, including access to learning resources, online platforms and support procedures.

Staff who are likely to face particular difficulties in getting home may have to leave work early, taking into account their personal safety. This decision will be taken in collaboration with the Headteacher. Minimum cover arrangements in school will be provided by employees who do not have a particularly long or difficult journey home to ensure staffing ratios are maintained for the safety of pupils.

A closure of the school during the day and an early release of staff will only be considered in extreme circumstances.

3.1 Partial Opening

Where appropriate, the school may operate on a restricted basis rather than fully close. This may include:

- opening only specific areas of the building;
- prioritising vulnerable pupils;
- combining classes;
- restricting access to certain areas of the site;
- adjusting start and finish times.

Parents/carers will be informed of any temporary operational changes as soon as reasonably practicable.

4. Remaining open in adverse weather conditions

When deciding whether the school will remain open, risks will be assessed in line with the appropriate risk assessment.

If the school remains open when there has been snowfall or the site is icy, access to the site for pedestrians will be restricted to the pedestrian gates only and all pathways. Wherever practical, these will have been cleared and gritted before pupils, staff and parents/carers arrive on the premises.

The site manager will place health and safety caution signs/cones to warn users of the increased hazards on site, if there are any, and Senior Leaders will be available to assist and remind.

At the Headteacher's discretion, during periods of adverse weather conditions, the playground may be out-of-bounds to pupils and parents/carers. This includes, for instance, not allowing the children to play outside during a 'named' storm.

5. Sheltering in School During Storms

In the event of severe or sudden storms, including named storms, Florence Melly Community Primary School will implement our shelter-in-school procedures to keep pupils, staff and visitors safe. When advised by the Headteacher, all pupils and staff will remain indoors and move to designated safe areas away from windows, skylights, and external doors. Outdoor spaces, including playgrounds and pathways, will be closed immediately.

Staff will supervise pupils in classrooms or safe communal areas and maintain calm, reassuring routines until the storm has passed and the site is confirmed safe. Communication with parents/carers will be sent via Class Dojo and the school website to update them on the situation; pupils will only be released when it is safe to do so.

The site manager and senior leaders will monitor building conditions, check for hazards, and liaise with the Headteacher before declaring areas safe for use. In all cases, the school will prioritise the safety and wellbeing of pupils and ensure they remain indoors, supervised and protected throughout the duration of the storm.

6. Procedures for gritting

The first phase of gritting will prioritise those areas which are most used by pupils and staff. This includes the main entrance of the school, all pathways and the school car park.

The second phase of gritting will include areas that are not covered by phase one, but are likely to be used. These include, the playground and around the school perimeter.

The Headteacher will decide which areas of the school are designated 'first phase' and 'second phase' for gritting. Points of higher risk of injury in the event of snow and ice will be identified by the site manager, such as entrances, exits and playground areas, and prioritised for clearance or gritting.

The site manager will ensure that the identified areas have been gritted and are safe for use. Any areas that have not been cleared or gritted will be clearly marked or cordoned off to prevent staff, pupils, parents/carers and visitors from entering.

The supply of grit is provided by Dalkia and monitored to ensure that there is a sufficient amount to clear ice and snow if these occur - if supplies are low, the Headteacher is notified and will inform the facilities Manager. The site manager will also ensure that there are adequate supplies of equipment, e.g. shovels and gloves, to support gritting and clearance of key routes through the premises. Any damaged or defective equipment will be reported to the Headteacher, who will contact Dalkia, for these to be replaced.

A record will be made of the areas that have been gritted, along with the frequency of gritting.

7. Health and safety

The school will recognise its duty of care to anyone accessing the site and surrounding grounds.

The Headteacher will be responsible for ensuring safety on the school site, in accordance with the school's Health and Safety Policy.

Staff, visitors and parents/carers have the personal responsibility to express caution and take responsibility for their own health and safety whilst on the school grounds. Staff members must take responsibility for the health and safety of any pupils under their supervision.

If anyone believes that the site is unsafe after the appropriate risk assessment has been completed, they will be advised to not enter the school grounds and inform either the Headteacher or site manager so the site can be reassessed and rectified (where possible).

A risk assessment of the site will be conducted by the site manager and/or Senior Leader, in order to assess any potential hazards due to the weather conditions and the Headteacher will be informed of the outcome by 7:00am.

Closing the school will be a reasonable decision if pupils or staff are at risk of serious injury due to the weather conditions.

To minimise the risk of ill health during adverse temperatures, the school will:

- Encourage staff and pupils to wear appropriate clothing. This may include adaptations to the school's uniform policy if necessary. This decision will be made by the Headteacher.
- Encourage staff and pupils to use sunscreen on any part of the body that they cannot cover up during the Summer months.
- Encourage staff and pupils to take their breaks in the shade, or come inside the building, rather than staying out in the sun.
- Reschedule work/outdoor lessons according to the outdoor temperature.
- Situate water points and rest areas in the shade during hot temperatures.
- Encourage staff and pupils to stay hydrated.

To help protect staff, pupils and visitors during adverse cold weather, the school will:

- Ensure heating systems are maintained and in good working order, prioritising rooms being used where appropriate.
- Draught-proof windows, doors and other points of energy loss.
- Close rooms or buildings that are too cold to be used.
- Ventilate indoor spaces, especially where people gather, to help reduce the risk of infections spreading.
- Promote the flu vaccine for eligible staff and pupils, and encourage parents/carers to keep their children up to date with routine immunisations.
- Reinforce messaging around the importance of hand and respiratory hygiene.
- Encourage physical activity where appropriate to help keep pupils warm.
- Provide information to parents/carers and pupils on important logistical changes, e.g. disrupted bus routes, during severe weather.
- Signpost parents to key sources of support, e.g. heating and other energy efficiency measures, during cold weather periods.

Relevant staff members will be trained and made aware of how to recognise the signs that a pupil may be suffering from ill health due to adverse weather conditions. All staff will understand the school's SEMP.

To help protect staff, pupils and visitors during heatwaves, the school may:

- relax school uniform expectations;
- encourage pupils to wear loose, light-coloured clothing;
- encourage the wearing of wide-brimmed hats outdoors;
- move lessons to cooler parts of the building;
- utilise shaded learning spaces;
- reschedule PE and sporting activities;
- avoid vigorous physical activity during the hottest parts of the day;
- increase supervision of vulnerable pupils.

Where a pupil is suffering from heat exhaustion, the following steps will be taken immediately:

- Moving the pupil to as cool a room as possible and encouraging them to drink cold water

- Cooling the pupil as rapidly as possible, using whatever methods possible, e.g. sponging or spraying the pupil with cool water, placing cold packs around the neck and armpits, wrapping the pupil in a cool, wet sheet, and assisting cooling using a fan.
- Where the pupil does not respond to treatment, an ambulance will be called.

Where a pupil is suspected to be suffering from heatstroke, 999 will be called immediately and the pupil will be cooled down in line with the procedures for managing heat exhaustion outlined above whilst awaiting medical assistance.

7.1 Heat Health Alerts

The school will monitor UKHSA and Met Office Heat Health Alerts and respond proportionately to the level of alert issued.

In response to a Yellow Alert, the school will consider additional support for vulnerable pupils and staff.

In response to an Amber Alert, the school will implement wider heat mitigation measures across the school site, including enhanced hydration opportunities, curriculum adaptations and limiting strenuous activities.

In response to a Red Alert, senior leaders will review all activities and implement any additional control measures necessary to safeguard pupils and staff.

7.2 Vulnerable Pupils

Particular consideration will be given to pupils who may be disproportionately affected by adverse weather conditions, including:

- pupils in the Early Years Foundation Stage;
- pupils with disabilities;
- pupils with medical conditions;
- pupils with respiratory conditions;
- pupils with sensory needs;
- pupils identified as clinically vulnerable.

Individual risk assessments or healthcare plans will be reviewed where necessary.

8. Attendance

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

Attendance decisions will be made in accordance with current Department for Education attendance guidance and national attendance codes.

Where adverse weather creates significant travel disruption or parents/carers reasonably believe that travel would be unsafe, the school will consider the individual circumstances before determining the appropriate attendance code.

Parents acting on the assumption that the school is closed, without gaining confirmation, or failing to inform the school of the circumstances that prevent the child coming into school, risk their child's absence being registered as an unauthorised absence.

During periods of adverse weather conditions, staff members will be expected to make all reasonable efforts to attend work and are encouraged to liaise with the Headteacher to discuss difficulties attending work due to adverse weather.

The school will understand that, whilst staff members are expected to make all reasonable efforts to attend work, it is essential to minimise personal risk. It will therefore be at the discretion of staff members as to whether they are able to attend work in adverse weather conditions.

In order to comply with health and safety regulations, different age groups may be brought together to be taught under the supervision of the available teachers and support staff. No maximum class size limits are set out; a limit of 30 pupils per class will apply if the majority of children will reach the age of five, six or seven in that school year.

9. Emergency plan

In the case of an emergency relating to adverse weather, the school will follow their planned emergency procedure, in accordance with the Emergency Plan (SEMP).

The Emergency Plan will contain:

- Information on where to find parents/carers contact details.
- Information on where to find staff contact details contact details for out-of-hours emergencies.
- Details of which staff members have agreed to perform certain tasks during an emergency.

Each member of staff will be issued with a copy of the emergency plan and paper copies will be kept in the staffroom. All nominated staff members will be adequately trained to fulfil the roles and responsibilities set out in the plan.

10. Monitoring and review

The effectiveness of this policy will be monitored by the Headteacher, and any necessary amendments will be made during review.

An annual report on any adverse weather incidents, school closures, remote education activations and lessons learned will be provided to the Governing Body as part of the review process.