



The Welbeck Federation

School Closure Policy

Executive Head Teacher Signature:	<i>L Jordan</i>
Date Adopted:	Sept 2026
Review Date:	Sept 2027

School Closure Procedures

Closure Before the Start of the School Day

Where a decision is made to close before the school day begins:

1. Staff will be informed by the Headteacher or a member of the Senior Leadership Team (SLT) at the earliest opportunity.
2. Information regarding home learning arrangements will be communicated where appropriate.
3. A notice will be placed on the school's website and social media channels.
4. Parents and carers will be informed using the school's communication systems, including ClassDojo and text messages.
5. The school will endeavour to keep families informed of ongoing developments and any updates regarding reopening.
6. Parents and carers are encouraged to monitor school communications and websites during periods of adverse weather.
7. Where the school remains open, reasonable flexibility will be exercised for pupils whose arrival is delayed due to weather conditions. Parents should contact the school where possible to advise of any delay.

Closure During the School Day

In exceptional circumstances, worsening weather conditions may require the school to close during the school day.

If this becomes necessary:

1. Parents and carers will be informed as quickly as possible via Classdojo and text messages.
2. The school will ensure all pupils remain supervised until collected by a parent, carer or authorised adult.
3. Staff will remain on site until appropriate arrangements have been made for all pupils.
4. Information regarding continued learning at home will be shared through the school's established learning platforms.

An early closure will only be considered where weather conditions or other emergency circumstances pose a significant safety risk.

Site Safety Procedures

During periods of snow, ice or severe weather, the site team will take all reasonable steps to maintain safe access to school buildings.

These measures may include:

-  Salting and clearing priority pedestrian routes.

- 🧭 Treating entrances, pathways and steps.
- 🧭 Monitoring site conditions throughout the day.
- 🧭 Restricting access to unsafe areas.
- 🧭 Displaying warning signage where appropriate.

Whilst efforts will be made to clear pathways, all users of the site should remain aware that surfaces may still be slippery and hazardous.

Pupils will be reminded regularly about safe behaviour during icy or snowy conditions.

Access Arrangements

Each school within the Welbeck Federation will identify and maintain priority access routes appropriate to its site layout.

The Headteacher or Site Manager will determine:

- 🧭 Which entrances will remain open.
- 🧭 Which pathways will be prioritised for treatment.
- 🧭 Whether specific areas of the school grounds should be closed.

Playgrounds and Outdoor Areas

During adverse weather conditions:

- 🧭 Playgrounds, fields and other external areas may be restricted or closed.
- 🧭 Breaktimes and lunchtimes may be adapted to ensure pupil safety.
- 🧭 Indoor arrangements may be implemented where required.

Monitoring Conditions

On any day that a school within the Federation is closed due to severe weather, site and leadership staff will continue to assess conditions and make every effort to reopen as soon as it is safe to do so.

Staff Arrangements During Adverse Weather

The Federation recognises that severe weather may affect staff travel and childcare arrangements.

Attendance

Where the school remains open:

- 🧭 Staff are expected to make every reasonable effort to attend work safely.
- 🧭 Staff who experience difficulties in travelling should notify their line manager or the Headteacher as soon as possible.
- 🧭 Consideration will be given to individual circumstances and prevailing conditions.

The safety of staff remains paramount and no member of staff is expected to put themselves at risk when travelling.

School Closure

Where a school is closed:

- 🧑‍🏫 Staff may be expected to work remotely where possible.
- 🧑‍🏫 Teaching staff should ensure appropriate learning materials are available for pupils through agreed platforms.
- 🧑‍🏫 Staff should remain available during normal working hours unless alternative arrangements have been agreed.

Early Closure During the School Day

Where pupils are dismissed early:

- 🧑‍🏫 Adequate staffing arrangements will be maintained until all pupils have left site safely.
- 🧑‍🏫 The Headteacher or Senior Leadership Team will determine when staff may leave.
- 🧑‍🏫 Consideration will be given to staff who have significant journeys, caring responsibilities or whose own children's schools have closed.

Responsibilities

Headteacher

The Headteacher is responsible for:

- 🧑‍🏫 Assessing risks and making closure decisions.
- 🧑‍🏫 Ensuring effective communication with families and staff.
- 🧑‍🏫 Liaising with relevant agencies where necessary.
- 🧑‍🏫 Coordinating reopening arrangements.

Site Manager

The Site Manager is responsible for:

- 🧑‍🏫 Monitoring site conditions.
- 🧑‍🏫 Implementing gritting and snow clearance arrangements.
- 🧑‍🏫 Reporting any health and safety concerns to the Headteacher.

Staff

Staff are responsible for:

- 🧑‍🏫 Following school communications.
- 🧑‍🏫 Informing leaders promptly of travel difficulties.
- 🧑‍🏫 Supporting remote learning arrangements when required.

Parents and Carers

Parents and carers are responsible for:

-  Checking communications from the school during adverse weather.
-  Keeping contact details up to date.
-  Ensuring pupils travel safely to and from school.

Review

This plan will be reviewed annually or sooner if required due to legislative changes, operational experience or changes to Federation procedures.

Approved by Governors: September 2026

Next Review Date: September 2027