

Inclement Weather Procedure **Dame Bradbury's School**

As the onset of winter approaches, parents will find the following points of information and guidance about our procedures during periods of inclement weather helpful.

1. On mornings when bad weather will clearly affect the safe supervision of children and the teaching schedule (eg. following a heavy snowfall), Dame Bradbury's pupils who come to school should go to their form rooms in the normal way. Our intention is for school to remain open. However, it is essential that staffing ratios can be met for the school to be deemed safe to open. Therefore, staff's ability to travel to school safely will be taken into consideration. Ratios for Early Years children will be a main priority in the event that Early Years staff cannot get into school. In the event of severe weather such as heavy snow falling overnight/early in the morning, a decision on whether or not to open the School will be made where possible by 7.30am, and by 8.00am at the latest. We accept that this may result in some children arriving late at School.
2. Safety is the first consideration for each family. Whether your child attends school will depend on personal circumstances and local conditions. We appreciate that local conditions will vary and may change rapidly and will understand if a pupil cannot get to school by 8:30am for registration. Equally, if bad weather sets in later and you are worried about the journey home, you may wish to make arrangements for your child to be collected or leave school before the normal end of the school day. Please do remember that your child will need to have appropriate footwear and clothing with them in school in adverse weather.
3. To ensure that we know who will and will not be in school (and to comply with statutory requirements), please inform us if your child is unable to attend school by emailing: studentabsence@stephenperse.com. Please avoid telephoning us unless absolutely necessary to ensure that telephone lines remain available for urgent calls.
4. In exceptional circumstances, we may take the decision to close the School early in the day. In this event a notice will be posted on our website www.stephenperse.com and Twitter feed [@DameBradburys](https://twitter.com/DameBradburys). In addition, a SchoolPost notification will be sent to parents. Parents may arrive at school to collect their child at any time, up until 3.40pm, but there will be no after-school activities and no Late Stay. Minibus transport may be suspended if conditions are particularly severe. If a decision is made to cancel the minibuses the night before, we will let parents know by posting on our website, twitter and SchoolPost ahead of time. If the shuttle is cancelled on the morning itself, we alert parents through the website, Twitter and SchoolPost. Parents who arrive to collect pupils will be asked to wait in the main reception area and their child will be sent/brought to meet them. Supervision will be provided until every pupil has been collected/left the premises.
5. Exceptionally, on a day affected by particularly bad weather, parents may find it more convenient to take their child to the Junior School or City Pre Prep for the day. Should this be the case, parents are asked to contact both the Junior School and the office at Dame Bradbury's (office@damebradburys.com and juniorschool@stephenperse.com) to arrange this.



Access to School site

The school driveway can be very hazardous during bad weather. The Senior Leadership Team and Site Manager will judge the safety of the car park and may need to ask parents to drop their children at the front door. In this case extra adults will need to be on hand to take responsibility for the children in Kindergarten to Year 1. The site will also need assessing and sufficient salting and clearing will need to take place for children to safely access buildings. The Head will make a decision on how safe the school site and access to it are before a final decision is made on opening.

Staff should also use the School website or the other sources above to find out if the School is open. Staff who live within walking distance are asked to come in "on spec", subject to safety, to be there in case any children arrive even if the School is closed.

Reviewed: January 2019