

**Stanborough Primary School and Nursery  
INCLEMENT WEATHER  
& EMERGENCY SCHOOL CLOSURES POLICY**

**1. Rationale**

Stanborough School recognises that certain conditions may require the School to take precautions to ensure the safety of both its students and staff. Such conditions include:

- Inclement weather such as ice, snow, tornadoes and other natural disasters
- Flood, fire, chemical spills, air pollution and other similar emergencies
- Acts of terrorism, escaped prisoners and other major threats to personal safety

**2. Aim**

- To ensure the safety of students, staff, parents and visitors during times of inclement weather or in emergency situations by implementing a planned management strategy that will cater for all circumstances.

**3. School Closure**

- School closure will occur in extreme conditions that pose an immediate health and/or safety hazard to the students and staff. The criterion for closing will be the current condition of the school and the immediate environment.
- The Head will take into consideration advice given by the Hertfordshire Education Authority and when necessary the Hertfordshire Police Service.
- The decision to close the School will be made by the Head.

**4. Communication about School Closure**

- The School closure decision will be posted on the website:  
[www.stanboroughprimary.org.uk](http://www.stanboroughprimary.org.uk)
- It will also be recorded on the School answering machine: 01923-673291
- Staff will be contacted via e-mail.
- Parents, volunteers and student trainees should check the website or the school answering machine.

**5. Inclement Weather**

Inclement weather is usually defined as rain, lightning, snow, ice, extreme temperatures or severe wind. In such conditions, where school has not been closed, the following precautions will be taken:

**6. Before School:**

- A member of the maintenance staff will be automatically deployed from the Secondary School, to assist with snow/ice clearance.
- Children will be supervised from 8.30am in the school hall as normal.
- Access to the School will be through the hall door OR the office entrance, depending on the conditions in the playground.

### **7. Morning Break:**

- The senior supervisor will check the weather conditions and advise the teachers if it is to be indoor play.
- One member of staff will supervise the infant corridor & classrooms and one the junior area and classrooms.
- Prefects will assume their duties in the various classes.
- Any Year 6 pupil not on duty will remain in the dining area.

### **8. Lunch**

- The senior supervisor will check the weather conditions and advise the teachers if it is to be indoor play.
- One member of staff will supervise the infant corridor & classrooms and one the junior area and classrooms.
- Prefects will assume their duties in the various classrooms.
- Year 6 pupils not on duty will remain in the dining area.
- The Year 6 teacher is responsible for preparing the rota for prefect supervision.

### **9. Afternoon Break**

- Duty staff will check the weather conditions and decide if it is to be indoor play.
- The children will be supervised in their classrooms by the duty staff.

### **10. Indoor Supervision**

- All children are to remain in their classrooms unless permission has been granted by the assistant to leave temporarily e.g. toilet, drink
- Children are expected to walk indoors at all times
- Children may engage in appropriate and safe indoor games and activities (no scissors or ball games without teacher supervision).
- Indoor voices must be used.

### **11. End of School**

- Pupils may need to be collected from the hall, via the office entrance, depending on the playground conditions.

### **12. Clothing in Inclement Weather**

- All children are required to wear a black coat and black or maroon gloves at School during inclement weather. Maroon woolly hats and scarves are also advisable. These can be purchased from the school office.
- Duty staff must ensure that all children are wearing their coats when they go out to play. Duty staff must notify the class teacher of any child who does not have appropriate clothing for inclement weather and the teacher must speak to the parent or notify the parent, in writing, of the correct uniform requirements.
- Children without clothing suitable for inclement weather must borrow suitable clothing from the clothing pool.
- Boots/wellingtons may be worn to school, if the weather conditions warrant it, but pupils must change into school shoes once inside.