

*'St Mary's Catholic Infant and Junior Academies are committed to safeguarding  
and promoting the welfare of children and young people and expects  
all staff and volunteers to share this commitment.'*



**ST MARY'S**  
CATHOLIC INFANT AND JUNIOR ACADEMIES

# Adverse Weather Policy

## 2025 2026

Designation	Name	Date Approved	Date of Renewal
Executive Headteacher	Mrs Samantha Birchall	March 2025	March 2026
Chair of Governors	Mrs Vanessa Wells	March 2025	March 2026

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## Statement of intent

It is the aim of St Mary's Catholic Infant and Junior Academies to ensure the school remains open during adverse weather conditions, when practically possible, providing that this can be done in a safe manner. During the winter months there are occasions when we may experience adverse weather conditions that can affect the opening and safe operation of the school. It can be difficult when we have snow and ice to determine how this will impact on travel arrangements for pupils and staff.

Every effort will be made to keep the school open and staffed. However, in adverse weather conditions some staff may arrive late and the start of the school day could be affected.

Adverse weather may also affect the operation of the breakfast club, so parents/carers would need to be prepared for breakfast club being closed, if we do not have the staff on site to open the school. We will always try to keep parents informed in the event of our school or breakfast club being closed.

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.

## 1. **[Updated]** Legal framework

**[Updated]** This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Education (School Premises) Regulations 1999
- **[Updated]** UKHSA (2023) 'Looking after children and those in early years settings during heatwaves: for teachers and professionals'
- **[New]** UKHSA (2023) 'Looking after children and those in early years settings before and during cold weather: teachers and other educational professionals'
- **[New]** UKHSA (2023) 'Adverse Weather and Health Plan'
- **[New]** DfE (2023) 'Emergency planning and response for education, childcare, and children's social care settings'

**[Updated]** This policy operates in conjunction with the following school policies:

- First Aid Policy
- Health and Safety Policy
- Child Protection and Safeguarding Policy
- Supporting Pupils with Medical Conditions Policy
- Behaviour Policy
- School Uniform Policy
- **[New]** Remote Education Policy
- **[New]** Emergency Plan
- **[New]** Exam Contingency Plan

## 2. Roles and responsibilities

The executive 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 on an annual basis.
- 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 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 executive 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 executive 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 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.

Pupils are responsible for:

- Following the School Uniform Policy.
- Following the instructions and guidance of staff during adverse weather.

### 3. **[Updated]** School closure

**[New]** The executive headteacher will sign the school up to receive [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 executive headteacher and the site managers. The chair of governors will also be consulted when making a decision about school closure. In the absence of the executive headteacher, the head of schools will assume the responsibility of the executive headteacher in relation to the 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
- Conditions considered or are anticipated to later become too hazardous for travel.

In the event of school closure:

- The executive headteacher will inform staff and parents via Arbor message and website.
- The executive headteacher or heads of schools will post an update on the school website.
- The site managers will display 'closure' signs on the school's entrance gates.

If the school is to close:

1. The closure will be recorded on the St Helens Council Website:  
[www.sthelens.gov.uk/schoolclosures](http://www.sthelens.gov.uk/schoolclosures)
2. Parents will be alerted to the closure using our text service and school social media channels, once the closure has been logged with St Helens Council.

In the event of the school having to close during the day, parents will be contacted Arbor message or telephone, using the numbers provided on the emergency contacts list, and asked to collect their child from the school as soon as possible.

**[New]** Where the school is temporarily closed due to adverse weather, the executive headteacher will aim to ensure the school can provide remote education in line with the Remote Education Policy.

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 executive 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.

If the school is closed, we will try and make a decision as early as possible, and we will aim to reopen as soon as we can. The school will make all practical efforts to keep parents informed about the situation, as we appreciate that such conditions and uncertainty can place considerable difficulties upon parents.

We advise parents to check the following for updates:

- Check our website
- Listen to local radio broadcasts
- Check the school's social media channels

The school appreciates that during bad weather children may arrive late. If delayed, parents should endeavour to contact the school to let them know they are on their way. You can do this by:

- Phone: 01744 678357 (infants), 01744 678603 (juniors) •

Email: [info@smi.allsaintsmat.org](mailto:info@smi.allsaintsmat.org) (infants) or [info@smj.allsaintsmat.org](mailto:info@smj.allsaintsmat.org) (Juniors)

In instances where families are cut off and cannot get their children into school, parents should inform the school of this situation. We have a legal duty to clarify the absence to the Local Authority. Parents acting on the assumption that the school would be closed without gaining confirmation, or failing to inform the school of the circumstances that prevents the child coming to school risks their child's absence being marked as un-authorised.

#### **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, will have been cleared and gritted before pupils arrive on the premises.

The site manager will place health and safety caution signs to warn users of the increased hazards on site, if there are any, and a notice will be erected to inform vehicles and pedestrians entering the school grounds that they do so at their own risk.

At the executive headteacher's discretion, during periods of adverse weather conditions, the playground may be out-of-bounds to pupils and parents.

All persons entering the school buildings will be asked to ensure they wipe their feet thoroughly, in order to reduce slip hazards.

Where school is officially closed the register will be marked as an enforced closure and will not have any effect on pupil attendance figures.

In the event of school having to close during the day due unforeseen circumstances, parents will be informed by text and asked to collect their child. We will only close the school in extreme circumstances.

#### **5. [Updated] Procedures for gritting**

In the event of snow some pathways will be cleared and salted. Parents, children, and visitors will be made aware that pathways, even where cleared, do remain dangerous. Children will also be made aware of this in assembly. Before the start of the school day and at home time, parents are responsible for ensuring their children do not slide on the playground.

In icy conditions the caretaker will salt wide pathways as follows:

Infant Site

1. To the main office entrance.
2. Across the playground to Y1 entrance

3. Across the playground to Y2 entrance
4. Across the playground to Nursery and Reception entrances.
5. Across the carpark to Nursery and Reception entrances.

#### Junior Site

1. To the main office entrance
2. To the Y3 and Y4 entrances
3. Across the playground to Y5 and Y6 entrances

**[Updated]** The executive 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.

**[Updated]** The site managers 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 and visitors from entering.

**[Updated]** The supply of grit is monitored to ensure that there is a sufficient amount to clear ice and snow if these occur – if supplies are low, the executive headteacher is notified. 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 executive headteacher to be replaced.

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

## 6. **[Updated]** Health and safety

The school will recognise its duty of care to anyone accessing the site and surrounding grounds. The school will be liable if it is found to have been negligent in its responsibilities and not taken all reasonable measures, given the circumstances, to ensure the health and safety of pupils, staff, visitors and parents entering the school site.

The executive 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 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 executive headteacher or site managers so the site can be reassessed.



A risk assessment of the site will be conducted by the site managers in order to assess any potential hazards due to the weather conditions and the executive headteacher will be informed of the outcome at 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 keep as much of their skin as possible covered up during the summer months and wearing appropriate clothing during the winter months.
- Encourage staff and pupils to use sunscreen of at least sun protection factor (SPF) **15** with UVA protection 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, if possible, 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 carry an inhaler at all times if needed.
- Encourage staff and pupils to stay hydrated.

**[New]** 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 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 and pupils on important logistical changes, e.g. disrupted bus routes, during severe weather.
- Ensure pupils have a sufficient supply of hot meals and snacks.
- Signpost parents to key sources of support, e.g. heating and other energy efficiency measures, during cold weather periods.

**[Updated]** 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 Emergency Plan.

**[Updated]** 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

- **[Updated]** 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 within 30 minutes, an ambulance will be called.
- If the pupil loses consciousness or has a fit, they will be placed in the recovery position and an ambulance called immediately; treatment to cool the pupil will continue until the ambulance arrives.

**[New]** 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.

**[New]** Where a pupil loses consciousness or experiences a fit or seizure, they will be placed in the recovery position, 999 will be called immediately and staff will follow the operator's instructions.

## 7. Attendance

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

When a pupil cannot attend the school due to adverse weather conditions, the pupil will be marked in the register as having an authorised absence and will, therefore, not affect the school's attendance statistics.

If the executive headteacher believes the pupil could have safely made it to school but did not attend, the pupil will be marked in the register as having an unauthorised absence.

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 executive 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.

## 8. **[Updated]** Exam disruption

**[New]** Staff will follow procedures in the school's Exam Contingency Plan in the event of disruption due to adverse weather.

If the school has to close, or if a child misses an exam due to adverse weather conditions, the school will make alternative arrangements with the relevant awarding body.

The school takes full responsibility for informing parents and pupils of any agreed changes concerning exams in adverse weather conditions. This includes:

- Using alternative venues.
- Exam results being generated by the awarding body, based on other assessments in the same subject.
- The opportunity for the pupil to sit any missed exam later in the year.

## **9. Clothing**

During the summer months, when temperatures reach above 25 degrees Celsius (°C), everyone working at or attending the school will be encouraged to protect their face, neck and ears using a sun-safe hat with a wide brim. Baseball caps or visors are not considered sun-safe hats.

Pupils without sun-safe hats will only be permitted to play in an area protected from the sun, unless a sun-safe hat has been provided. Pupils not wearing sun-safe clothing will be required to play in an area protected from the sun, if spare clothing cannot be provided.

During the Winter months, pupils are advised to attend school with suitable clothing and footwear. Appropriate clothing should be worn that is suited to the weather conditions, e.g. wearing waterproof clothing in the rain and wearing gloves in the snow.

## **10. 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.

The Emergency Plan will contain:

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

All nominated staff will be trained to:

- Contact and liaise with emergency services.
- Provide first aid.
- Move pupils to a safe place.
- Calm and comfort children.
- Contact parents.
- Deal with any media interest.

Each member of staff will have a copy of the emergency plan and paper copies of the plan will be kept at the nominated staff members' homes in case of out-of-hours emergencies.

All parents will be sent a letter informing them of their responsibilities, for instance, their duty to collect children.

## **11. Monitoring and review**

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

This policy will be reviewed annually by the executive headteacher.

The next review date for this policy is March 2026.