



Rosebank School

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EMERGENCY PROCEDURES FOR SEVERE WEATHER CONDITIONS

DATE OF THIS POLICY:	May 2018
Ratified by Governors:	07/06/2018
Frequency of update:	Every 2 years
Due for revision:	May 2020
Person responsible:	Headteacher

ROSEBANK SCHOOL

EMERGENCY PROCEDURES FOR SEVERE WEATHER CONDITIONS

Background Information

Many pupils and staff travel considerable distances to school, some from the more rural and higher ground areas of South and East Cheshire.

It is impossible for Rosebank to predict the weather and road conditions throughout Cheshire and therefore we are unable to give advice on whether or not pupils should travel on school transport (taxis and minibuses).

During severe weather conditions the decision to allow children to travel on school transport is, of course, the responsibility of the parents or guardian.

The taxi drivers and minibus drivers are also in a far better position to report on the conditions of the road in their area than anyone else. (Taxi companies should also take advice from Transport Co-ordination.)

Procedure for Parents

1. Parents should make the decision whether or not to allow their children to travel on school transport during severe weather.
2. Check your mobile phone for emergency closure messages from school, or look on the school website.
3. Listen to local radio stations for their School Closures and Snowline announcements or go on-line to find out whether the school will be open.

Radio City

Radio City on-line:

Announcements on 96.7 FM

<http://radiocity.co.uk/snow>

Capital Radio on-line:

<http://www.capitalfm.com/on-air/news-travel/snow>

4. Parents should always try to contact school to inform us that their child will not be in school (authorising absence). A message may be left on the school absence line.
5. If the taxi/minibus company is not able to operate they should contact parents as early as they can. (Transport Co-ordination should be able to advise on the correct procedure when necessary.)

School Procedure

On rare occasions such as severe weather conditions or a breakdown in the heating system, school closure may be necessary and the following procedure will be used:

- As early as possible, parents and staff will be notified of any emergency closure using the texting service.
- If possible, information will be posted on the school website.
- Parents and staff are asked to listen to local radio stations for announcements or go on-line (see above).
- The Site Maintenance Officer (local to school) will contact the Headteacher or Deputy Head to advise them of the situation.
- A Risk Assessment will be completed and a decision made as to whether school should close or remain open.
- If school is to close, the Headteacher or Deputy Head will:
 - Facilitate Teachers2Parents texting service (access from home) to notify staff, parents and taxi drivers/escorts.
 - Parents or staff not accessible by Teachers2Parents will be contacted by phone.
 - Advise the School Relationship Team by email at:
incidentreporting@cheshirewestandchester.gov.uk
 - Contact the Chair of Governors.
 - Contact local radio stations (Radio City and Capital Radio) and, using the current password, request that they announce the school closure.

The Governing Body of Rosebank School recognises the need for a Severe Weather Procedure and has delegated emergency responsibility to the Headteacher.

The Governing Body is also aware of the need to make up any loss of teaching time due to school closure in order that all pupils receive 190 days of contact teaching time per academic year.

For further advice, please also refer to the Critical Incident Procedure and Cold Weather Plan for England.