

Document Control	
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Extreme Weather Policy

During periods of severe weather parents should ensure that they regularly check their e-mails, the Parent Portal and their mobile telephones in case the school closes. If your mobile telephone number or e-mail has changed you should update this via MySchoolPortal.

What is the school procedure for extreme weather?

It is our policy to keep the school open if at all possible where there is severe weather. Parents have the responsibility of getting their children to and from school safely and need to decide if the journey is safe when snow or bad weather affects transport and/or walking conditions. Parents should inform the school by phone or e-mail if their child is absent due to the severe weather conditions making the journey unsafe. Parents should ensure that their children have appropriate clothing and footwear for the conditions. We may advise that school uniform is optional.

Why do we close the school?

Occasionally it may be necessary to close the school. Often staff are unable to get to school due to the conditions, emergency services may not be able to get into school or fire escapes may be blocked. In such cases we cannot guarantee the safety of the children and so the school will close until it is safe. The Health and Safety of the pupils and staff is paramount.

How will we find out if the school is closed?

If the school needs to close, a message will be posted on the Parent Portal, usually by 7.00am, however, this may be delayed due to various factors. A text message will also be sent as soon as possible. Please check the Parent Portal before setting out, even if this means you are slightly delayed while waiting for confirmation.



How do we know when the school will re-open?

Messages will appear on the Parent Portal throughout the day to keep parents informed of the current position, and e-mails will also be sent where necessary.

What happens if we are late for school due to the conditions or traffic?

If your child arrives late for school, they should report to the School Office to be registered. It is important that we know who is in school throughout the day by registering. We will not mark children as late in these circumstances, we would rather you arrive to school safely.

What happens if the weather worsens during the day?

Updates will be put on to the School Portal throughout the day. You should not call the School Office to ask if the school is closing, but instead check the School Portal as all information will be there.

If the weather or road conditions worsen during the day, parents may decide to collect their child/children earlier than normal. Parents should **e-mail** the School Office at office@bansteadprep.com before arrival so that the staff can arrange for your child to be ready – **please do not call the School Office unless it is an emergency**. Children taken before their usual pick-up time, must be signed out via InVentry in the School Office before they leave the school premises. If you are unable to get to school, please make arrangements with another parent or a family member to have your child collected.

If the school decides to close due to the conditions around the school worsening, parents will be contacted by e-mail and text message, along with a message on the School Portal.

How can you help?

Please keep an eye on your e-mail, phone and the School Portal to ensure you are up to date with the latest information. Check that your details are up to date via the School Portal. There is facility for parents to update their own telephone and e-mail details directly on the system. This is important to enable you to receive the messages.

Messages for assistance will appear on the School Portal. Typically, this will ask any local parents or children to bring in a snow shovel to help clear pathways, fire escapes and driveways.