



Adverse Weather Conditions Policy

1.0 - Introduction

1.1 The School/Adult Services/Charity will make every effort to remain open whenever possible.

1.2 The decision to close will be made by the Head of Conductive Education for the School and Adult Services (in liaison with the Adult Services Manager) and the Head of Operations for the Charity. The School/Adult Services/Charity will only be closed if one or more of the following conditions apply.

- Insufficient staff are able to come in to keep the School/Adult Services running safely.
- Conditions on site are dangerous.
- Conditions are considered to be, or are anticipated to later become, too hazardous to travel.



2.0 - The School

2.1 The Headteacher will decide whether the school will open, taking into account the conditions at the school and the ability of staff to get there.

2.2 If the Headteacher decides the school will close, she will update parents and carers by text message as soon as possible.

2.3 The School fully appreciates that in bad weather, children may arrive later than usual.

2.4 Exceptional Circumstances

- The school recognises that there may be cases where families are “cut off” due to particular difficulties in the area in which they live.
- In such cases parents should advise the Headteacher of their particular circumstances so she can justify to the Local Authority why the absence should be authorised.

2.5 In the Event of Heavy Snow Before the Day Starts

2.5.1 When School closure is a possibility, parents/families/staff should find out whether they are open by:

- Checking whether a text message has been received from the Headteacher to inform about school closure.
- Checking Paces Sheffield Social Media platforms –Twitter & Facebook
- The Headteacher will make any closure known by 8am – and will also endeavour to contact Sheffield Transport Services via email to establish whether transport is running in Sheffield, together with those parents/families who bring children to school.

2.5.2 If it is decided that the school will open, but the road conditions are potentially hazardous, parents/families should ring the school (0114 2845298) to advise that they are likely to be late.

2.5.3 If parents assume that the school is closed, but it is actually open, the absence will be recorded as unauthorised unless the Headteacher is satisfied that there are exceptional circumstances.

2.6 In the event of heavy snowfall during the school day

2.6.1 If there is heavy snowfall during the school day, the Headteacher will decide whether it is necessary to close the school.



- 2.6.2** The School Office will contact parents/transport and ask that they pick their child/children up from school as soon as possible.
- 2.6.3** The Staff that live furthest from the school will be permitted to leave at the earliest opportunity.
- 2.6.4** A skeleton staff will remain in school until all of the children have been collected.
- 2.6.5** If a parent calls the school requesting they pick their child up early due to the weather, and the decision has not been made to close the school, these requests will be considered on an individual basis by the Headteacher.

3.0 - Adult Services

3.1 The Head of Conductive Education, in liaison with the Adult Services Manager, will decide whether the Adult Services will open, taking into account the conditions on-site and the ability of staff to get there.

3.2 If the decision is taken to close the service, the Adult Services Manager will:

- Inform all parents/carers at the earliest opportunity.
- Inform transport at the earliest opportunity.
- Inform staff at the earliest opportunity.

3.3 Exceptional Circumstances

- The Adult Services recognises that there may be cases where families are “cut off” due to particular difficulties in the area in which they live.
- In such cases, parents should advise the Adult Services Manager of their particular circumstances.

3.4 In the Event of Heavy Snow Before the Day Starts

3.4.1 When Adult Services closure is a possibility, parents/families/staff should find out whether they are open by:

- The Adult Services Manager will make any closure known by 8am – and will also endeavour to ring directly all Local Authority Transport providers, together with those parents/families who bring adults to Adult Services



3.4.2 If it is decided that the Adult Services will open, but the road conditions are potentially hazardous, parents/families should ring the Adult Services (0114 5510419) to advise that they are likely to be late.

3.5 In the event of heavy snowfall during the Adult Services day

3.5.1 If there is heavy snowfall during the day, the Head of Conductive Education, in liaison with the Adult Services Manager, will decide whether it is necessary to close the service.

3.5.2 The Adult Services Manager will contact parents/transport and ask that they pick the adult clients up from the service as soon as possible.

3.5.3 The Staff that live furthest from the Adult Service will be permitted to leave at the earliest opportunity.

3.5.4 A skeleton staff will remain in the Adult Service until all of the adult clients have been collected.

4.0 - The Charity

4.1 The Head of Operations will decide whether staff should try to make their way into the building, taking into account the conditions around the building and the ability of staff to get there.

4.2 If the Head of Operations decides the Charity building will close, he will update the Staff accordingly by phone as soon as possible and not later than 8am.

4.3 All staff who are able to work at home, should work at home if they are not able to travel to work. Timesheets will be required by the line manager for the time that each staff member has worked from home.

4.4 If the building is declared safe for staff to travel to by the Head of Operations, but they are unable to make their way from where they live or are currently located, they should let their manager know as soon as possible so they can give permission for the staff member to work from home.

4.5 If there is heavy snowfall during the working day, the Head of Operations will decide whether it is necessary for Charity staff to make their way home and continue to work from home.

5.0 Equality Implications

There are none associated with this policy.