

## **Guidance for Parents/Carers in the Case of Bad Weather**

It is our policy to remain open unless we are forced to close because there is a risk to the health and safety of staff and students.

*We will make the decision to close the school as early as possible*

Any closure details will be posted on our website [www.westgate.slough.sch.uk](http://www.westgate.slough.sch.uk)

If we are closed, there will be an announcement on Radio Berkshire 95.4 FM to state this. Where parents/carers have provided a mobile number a text will be sent advising of the closure. Where this is not available parents/carers should consult our website on a regular basis.

This situation will be avoided where possible. There is no need to contact the school to check whether or not the school is open. Unless announced on the radio station above, we are open! While we understand parental concerns, it would be helpful if parents/carers were aware of the difficulty for an office responding to literally hundreds of calls. *Please do not telephone the school at these times unless there is an emergency.*

Should the weather turn worse during a school day, students will only be sent home if weather conditions are such that to remain in school would be dangerous.

Parents/carers of students who are eligible for private transport (i.e. SEN pupils) will need to contact the transport company to see if the transport is available. It may be possible that the transport company will make arrangements to collect students early.

No students will be allowed to leave school early without permission from the Headteacher. In such circumstances the student's primary contact will be informed via our text messaging service.

Should any parent/carer wish to make any alternative arrangements for their child they should put these in writing to the Head teacher.

## **Guidance for Employees in the Case of Bad Weather**

It is our policy to remain open unless we are forced to close because there is a risk to the health and safety of staff and students.

The decision to close the school will rest with the Headteacher.

The Headteacher may act on the advice of the site staff/ Business Manager if unable to attend site personally.

*We will make the decision to close the school as early as possible*

If we are closed, there will be an announcement on Radio Berkshire 95.4 FM to state this. Any closure details will be posted on our website [www.westgate.slough.sch.uk](http://www.westgate.slough.sch.uk).

In the event of a closure before school opens:

The Business Manager (or delegated person) will send a Group Call text message to all staff.  
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Also an 'All Staff' e-mail will be sent out with the relevant information.

Business Manager (or delegated person) to notify the Local Authority by emailing the closure notification form to [edhelp@slough.gov.uk](mailto:edhelp@slough.gov.uk) This must be followed by a telephone call to the emergency line to 01753 875900 to confirm.

The Local Authority will notify the local radio station.

These actions to be repeated daily until the school is deemed safe.

**It is the employee's responsibility to check local radio stations/text messages and e-mails before starting their journey to work if they feel there is a possibility that the school will be closed.**

In the event of a closure after school is in session:

The school will arrange to send out a Group Call message informing the primary contact of the decision to send students home. Students will be informed that they should check the website the following morning for further messages.

A notice will be placed on the school website.

Arrangements will be made to look after students who are unable to leave the premises until contact is made with the primary or other named contact.

### **Guidance for Site Staff in the Case of Bad Weather**

You will be required to assist in the decision to close/open the school in the event of extreme bad weather. If no senior member of staff is able to reach school, you should contact the Business Manager (by phone) to advise of the situation by 7.a.m.

You should remain on duty at the front gate to advise any students who may arrive that school is closed.

You will be required to put notices on the (closed) front gate advising of the closure.

In any event, you should endeavour to make safe communal entrances by the use of any machinery available and by distributing salt/gravel in icy areas.

You must check heating remains operational and that no external pipes are frozen, which may lead to a burst pipe.

You should remain in contact with a member of senior staff regarding the situation.