



29th January 2019

Adverse Weather and Service Failure Procedures - Information for Parents and Carers

As far as is practicably possible it is always the school's intention to remain open for the full duration of the normal school day. There are times, however, when adverse weather conditions (such as heavy snowfall) or service failures (such as energy or water supply failures) occur which may affect the school's ability to operate a normal school day.

Any decision made to close the school is made with best intentions, given all the information available at the time. We have to ensure that the site is safe and that fire escapes, walkways and emergency exits are all clear in the event or situation such as a fire. Catering staff need to be able to get on-site to provide a hot lunch and I need to ensure that ambulances and fire engines are able to access the site. If such circumstances occur, parents and pupils need to be aware of the procedure to be followed and the sources of accurate information available.

Procedures

Unless the Head Teacher has announced that the school has been closed, it must be assumed that the school remains open. If necessary to close the school, information will be given using the following methods:

- **On the school's website** here: churchfieldsjunior.com. A pop up message will indicate whether the school is closed and will be regularly updated.
- **Via text message**. Parents will be sent a text message informing them of any closure as soon as practicably possible.
- **Via email**. Parents will be sent an email informing them of any closure as soon as is practicably possible.
- On the Local Authority's website here: <https://www.redbridge.gov.uk/crime-and-public-safety/preparing-for-emergencies/extreme-weather/>

Information will be published as soon as is practicably possible to enable parents and carers to make arrangements. On occasion, it may be necessary to close the school during the day because hazardous conditions have developed or a service has failed. On these occasions, pupils and staff may be dismissed early. My priority throughout is the safety of the children and staff. We always say we will look after the pupils whatever happens. Information on early dismissal will be given through the methods above as soon as is practicably possible. When the school reopens following adverse weather or a service failure, parents / carers will be informed through the school website and other channels set out above.

It may be the case that following a period of adverse weather, the school day will begin later than usual to enable all pupils and staff to complete their journey safely. Parents and carers will be informed of any planned late start to the school day through the school website and other channels set out above.

If the school is open but there has been severe weather, parents, pupils, staff and visitors should ensure they wear suitable clothing and footwear to travel to and from school, and, if travelling to School in boots, pupils must have a change of shoes to wear inside the building rather than bare feet. Every effort will be made to make the site safe, but car parks and minor roads around the school should be used with caution.

Many thanks for your continued support.

A handwritten signature in black ink that reads 'R Emeny'.

Rebecca Emeny
Head Teacher

Churchfields Junior School is committed to safeguarding and promoting the welfare of children and young people and we implement Child Protection procedures in the appointment of all staff

