

ADVERSE WEATHER POLICY

Procedures used in the decision to close Holy Trinity Primary School in the event of adverse weather conditions.

Our aim is to avoid, as far as possible, any uncertainty and confusion in the event of possible school closure. We believe that the best way to do this is to communicate as fully as possible with our parents. The school will make all practicable efforts to keep parents informed as to the situation with the school during adverse weather conditions, as we appreciate that such conditions and the uncertainty places very considerable difficulties upon parents.

There are rare occasions when our school will find it necessary to close. These are usually occasions when adverse weather means that the school site is unsafe and poses health and safety risks to the school community.

Our first consideration is always the safety of the children. In adverse weather conditions, the journey to school for some staff may be too hazardous for them to set out and, once here, equally hazardous for them to get home. Health and Safety risk assessments mean that we cannot open the school if there are insufficient staff to properly supervise the children.

A decision to close the school would never be taken lightly and would involve our School Leadership Team.

In the Principal's absence the Vice principal on site will assume responsibility for making final decisions relating to the Adverse Weather Policy.

In the event of adverse weather:

- A decision will be made, as far as possible, before 8.30am as to whether the school should be open or needs to be closed.
- Parents will be sent a text to one main mobile number. If you wish to check that the office has the correct mobile number please contact the office staff as soon as possible.
- In the event of closure, the school will send a message to BBC N.I. using a prearranged security code to allow them to broadcast the information to the general public. This information will be on their text service.
- Information of the school closure will be posted on the school website.
- We advise our parents to listen out for school closure information from local media.
- In the event of the school having to close during the day due to unforeseen worsening weather or similar unforeseen circumstances, parents will receive a text and it will also be broadcast on the local media for parents to collect their children.
- In the event of snow, some pathways will be cleared and salted. Parents, children and visitors should be aware that pathways, even where cleared, do remain dangerous. Before and after school class hours, parents are responsible for ensuring that their children do not slide on the school playground.

- During significant adverse weather conditions parents should bring their children into the school building. Parents may be required to supervise their children in the hall or classroom until staff are available to formally take supervision of the children. They are asked to leave the school immediately as soon as the staff have taken over.
- Parents are asked to take special care when driving in the school grounds in icy conditions.
- If snow is forecast all after school clubs will be cancelled.

Attendance Register

The school appreciates that during bad weather children may arrive later than normal. The school recognises there may be isolated instances where families are cut off, even where the clear majority of children can get into school. In such instances parents should inform the school of the circumstances of this exceptional situation, as the school has a duty to clarify the circumstances of each case so as to be able to formally authorise the absence to Education Authority.

Where the school is officially closed, all absence is counted as authorised absence.

We will always do everything in our power to avoid school closure.

SAFETY WITHIN THE SCHOOL GROUNDS

Can parents please refrain from driving in to and parking in the Staff Car Park at the main entrance to the school. This is used as a pedestrian thoroughfare for Primary One children and their parents to access the classrooms from the main car park and I am concerned that if unauthorised cars continue to use this there may be an accident.

If you are collecting your own child from the school please use one of the Parent Car Parks and walk to collect your child.

As there is a lot of traffic in the school, can all parents please closely supervise your child within the school grounds when leaving them into school in the morning and collecting them at the end of the school day. As well as the danger of traffic I have also noted that some parents are permitting their child to climb on the steps and climb up the back of the stairs outside the P2 area. Please refrain from allowing your child to take part in dangerous activities and ensure that they are correctly supervised at all times

If you wish to take your child out of school before the end of the school day you must come to the school office and they will send for your child. Do not go directly to the classroom as the class teacher has been instructed not to let children leave the premises without permission from the Principal or Vice Principal
If your child is in P1-P4 please do not take your child at the end of the day without the teacher's permission. Please be patient and the teacher will let the children exit the classroom/yard one at a time in a controlled manner.