

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. It is the parents responsibility to ensure that the office have your main contact mobile number.
- 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 the school grounds being deemed inaccessible, cars may be prevented from using the car parks and children may have to be dropped off at designated areas.
- 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 grounds.

- 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. You will receive a text.

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 on their child's return to school, 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.

REVISED SCHOOL PROCEDURES

From the 14th November 2016, all parents taking their child out of school before the end of the school day will be required to complete a form stating their name, the name of the child, the reason the child is leaving school early, time they are leaving and time when they return to school. This will then be signed by the Principal. This is for health and safety reasons and to ensure that the Principal knows where all children are in the event of an emergency.

There are numerous parents ringing the school on a daily basis asking for messages to be passed on to children, calling at the office to leave in forgotten PE uniforms or breaks etc. In Holy Trinity we do not have a telephone in each classroom so when the office staff have to phone up to give a child a message it disturbs not only the child's class but also the teacher and the class whose room contains the phone as they have to stop teaching and leave their own room to pass the message on.

We would ask parents to please ensure that all information (especially information about how a child is getting home) is passed on to their child in the morning as we will no longer be able to continue disturbing classes to pass on information unless it is in an emergency. We will also no longer be disrupting lessons to pass on forgotten PE uniforms or break. I hope that you understand that this decision is being made in the interest of providing the best education for your child.