



**Whitehead**

Primary School  
& Nursery Unit

'LEARNING AND GROWING TOGETHER'

# Adverse Weather

<b>Last Review</b>	<b>October 2019</b>	<b>J Loughins</b>
<b>Next Review</b>	<b>October 2022</b>	

At all times every effort will be made to ensure that school remains open however there are certain health & safety situations which can arise which may necessitate school closure. For example, extreme weather, power failure etc.

### **School closure prior to the start of the school day**

Every effort will be made to ensure that school can open as normal, however, should such an occasion arise we will follow the process outlined below and we will endeavour to notify parents as early as possible.

1. Mr Loughins, based on discussion with Mr Brown, will decide if school should be closed.
2. All parents will be contacted by text message using the 'text local' system.
3. Mrs Lowry will post the information relating to the school closure on the school website [www.whiteheadps.com](http://www.whiteheadps.com)
4. Mr Baird will post the information on Facebook.
5. Mr Loughins will employ the protocol outlined by DENI to inform them and any appropriate radio stations of the school closure.
6. Where feasible, all members of staff will proceed to school by whatever means possible. (unless otherwise instructed by Mr Loughins)
7. Any further updates will be communicated via text and posted on the school website & Facebook page.

**Any child who does arrive at school will remain in school until a parent can be contacted to collect them.**

### **In the event of school closure during the school day**

Again, every effort will be made to ensure that school can remain open as normal, however, should such an occasion arise we will follow the process outlined below.

1. Mr Loughins, or in his absence Mr Baird or Mrs Kidd will decide if school should be closed.
2. All parents will be contacted by text message using the 'text local' system.
3. Mrs Lowry will post the information relating to the school closure on the school website [www.whiteheadps.com](http://www.whiteheadps.com)
4. Mr Baird will post the information on Facebook.
5. Mr Loughins will employ the protocol outlined by DENI to inform them and any appropriate radio stations of the school closure.
6. All staff will remain in school until children are **collected from the classroom** by parents. Parents are encouraged to proceed to school promptly but at their earliest convenience. No child will be left unattended.
7. As the numbers of children remaining in school lessens Mr Loughins (Mr Baird or Mrs Kidd) may direct those members of staff who live further away from school to proceed home.

There can also be occasions (extreme weather) when it is not necessary for school to close (**all children do not need to be collected**), however Mr Loughins (Mr Baird or Mrs Kidd) may facilitate parents by allowing children who finish at 3.00pm to proceed home with their parents at 2.00pm.

