



PRIORY SCHOOL
EDGBASTON

SEVERE WEATHER POLICY

(STATUTORY)

Trustee Committee:	Risk & Compliance	
Date Approved:	November 2025	
Next of Review:	January 2028	
Member of Staff Responsible:	R Higgins Finance and Facilities Manager	
Trustee Overseer:	Mr Brereton	
Intended Audience:	Options: Employees, Visitors, Pupils, Parents	
Relevance:	Whole School	Yes
	Early Years	Yes
	Preparatory	Yes
	Seniors	Yes
Access:	Website	Yes
	Internal	Yes
	Restricted	No

Our Mission Statement

Priory School is a thriving, co-educational independent school founded upon a rich Catholic heritage which welcomes those from all faiths and none.

In partnership with parents and guardians we provide a nurturing, family-based ethos, alongside high-standards of teaching and learning, enabling all pupils to achieve their potential.

We embrace diversity and interfaith understanding alongside awareness of environmental and global issues, in response to the needs of our time.

The Governors and staff at Priory School are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors, regardless of their education, physical, sensory, social, spiritual, emotional or cultural needs.

The Governors, staff and pupils are committed to the safeguarding and welfare of pupils and staff.

To meet the needs of our school community, all our policies, including this policy, can be made available on different formats such as different font sizes or styles, colour, or alternate languages.

The Governing Council understands it has responsibility for ensuring the effective oversight of this policy and will assess, evaluate and review as necessary.

1.0 Rationale

Winter sometimes presents travel issues.

Priory School will make every effort to stay open but may be forced to close in adverse weather conditions such as snow, flooding or exceptional high wind, where it may be unsafe or impossible for staff and children to use or access the school building.

The key issue when considering whether to close the school is the safety of the pupils and staff. This will involve reference to detailed weather forecasts, the wide geographical area of the homes of pupils and staff and transport services.

2.0 Severe Weather Overnight: Consideration of Closure

The Head will decide whether or not school will be closed. All staff are asked to attempt to get to school. Obviously, if conditions are very severe, this may not be possible. Common sense will have to be used and colleagues should not put themselves at risk.

The following factors will be considered when deciding whether the school should be closed:

1. The safety of the site for pupils, staff and visitors.
2. The ability of pupils to get to school.
3. The ability of staff to get to school. Staffing levels must be sufficient to provide appropriate cover and supervision.
4. The ability of pupils to get home at the end of the school day. If the weather changes in the course of the day, the school may be forced to close earlier than normal.
5. The adequacy of on-site supplies of fuel and food and the resilience of infrastructure, e.g. heating systems.

If severe weather is expected overnight the Headteacher will check conditions early in the morning with the Facilities Team to see if they have managed to get in to open the school and to see if they can make the site safe for others. If it is decided that the school cannot open, then this information will be relayed to parents and staff via an announcement for that day on the school website by 7.00am.

If in doubt, staff are asked to ring the named person at home or school

Barry Doherty Leadership Team

Louise Fowler Administration Staff

Fiona Guiver Senior Staff

Declan Griffin Prep Staff

Serah Mockbil Priory Poppets Staff

Rebecca Higgins Finance and Facilities

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It is the responsibility of each staff member to note the relevant home or school mobile telephone number.

Staff should assume that the school will open normally on the following day and plan accordingly. Decisions about closure for the following day is the responsibility of the Headteacher only. It is to be assumed that school will be open the following day unless a further announcement is placed on the website by 7.00am the following morning

3.0 Poor Weather Overnight causing Delays

Staff who arrive first in school are asked to register any children present in the school hall. As additional staff/pupils arrive, they will be grouped appropriately. Each staff member will be asked to take responsibility for a group of children. The first member of the Leadership Team to arrive will assume overall responsibility for making decisions. Until then, staff are asked to deal calmly and sensibly with the situation.

4.0 Early Closure Procedure

If weather conditions are serious, school may close early. In these circumstances, a ParentMail message will be sent to all parents and staff and information placed upon the website.

Class teachers (or the allocated teacher) should supervise pupils until they are collected/leave. The Leadership Team will remain on the premises until they are informed by staff that all pupils have been collected. The Leadership Team will leave in order of need (such as distance of abode from school) under the Headteacher's direction.

5.0 Staffing

Unless specifically told otherwise, staff will be expected to use their best endeavours to attend work without putting themselves or others at risk. When the Police recommend that motorists undertake only essential journeys, this is considered to include travel to work and school.

Staff will always make every reasonable effort to undertake the journey to school. It is appreciated that the journey may take longer than normal and therefore some staff may not be able to arrive before the normal start of the school day.

It may be necessary to ask all children to bring packed lunches if the kitchen staff are unable to reach school safely. Parents will be notified by Parentmail if this is the case.

Where it is deemed too unsafe or difficult for staff to attend their workplace, other options should be considered. For example, working from home via MSTEams.

Staff must always make contact with the Headteacher of School or their line manager to discuss their situation and consider options. For example, working from home, coming in later, or working from another site

6.0 Annual Planning for Severe Weather

Senior School – Parents are asked to respond to a release form for their son or daughter via

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ParentMail. It is the Form Tutor's responsibility to ensure that every pupil has returned a form for the current academic year through liaison with the Assistant Head of the Senior Leadership Team.

Prep School – Parents will arrange for their child to be collected.

Checklist for planning for severe weather Before severe weather occurs

- Ensure the school has an incident management team for severe weather
- Order grit/salt for the school
- Compile list of volunteers to clear snow, ice when required
- Acquire protective clothing, shovels etc for those clearing snow/ice
- Set up the arrangements for communicating directly with parents if closure seems a real possibility
- Confirm contacts
- Check risk assessments of site when severe weather is forecast
- See local weather forecasts
- Remind staff of the schools plans and the expectation that the school will remain open and if the school cannot open, lessons should be taught working from home via MSTeams
- Ensure that someone can get into school to answer the telephone and inform parents who are unaware of the closure. Or that someone can send a message via ParentMail
- Ensure that parents are reminded of the process for receiving information about school opening hours and the arrangements for severe weather.

7.0 Monitoring and Review

Legislation and Codes of Practice as they apply to school policies are constantly being reviewed and any change will be reflected in our documentation as soon as practicable.

The policy will be monitored by the Finance and Facilities Manager who will report to the Headteacher on a regular basis.

It will be reviewed by the designated member of the Governing Council.