



Mill Lane Extreme Weather Plan.

When the weather is extreme - snow/rain/gales etc. and there is the chance of staff being delayed into school, the following plan will come into operation.

1. If you think you may be late coming into work please ring school as soon as possible and leave a message on the answering machine.
2. Staff who live close by or who are not affected by the weather conditions. Please arrive at school as soon as you can. This will allow decisions to be made regarding the viability of the school day.
3. If the office staff are not in school then the most senior teacher will be responsible for checking the messages on the answering machine.
4. Please meet in the staff room for 8:30am so that class cover can be organised. The most senior staff member on the premises must decide whether there is sufficient staff to safely have all children in classrooms or not (Ratios of 1:30 or 1:13 in EYFS).
5. If some classes cannot be covered but staff are still making their way into work then it may be necessary to have those classes in the hall until they arrive. Here the children can have an early assembly followed by singing.
6. If staff have reported that they will not be able to get in all day then a decision will need to be taken by the Head/Deputy about closing the school. If they are not on the premises and cannot be contacted then the most senior teacher must make that decision.
7. The procedure for closing the school for the day is as follows:
 - a. The most senior staff member must refer to the 'LA Guidance on responding and managing low level emergencies and critical incidents, Section 3, which includes the appropriate information to follow. A copy can be found in the Head Teacher's Office.
 - b. Text to be sent to parents informing them of the decision to close school.
 - c. Staff to go out into the yard to tell as many parents as possible. Do not allow children to go home alone.
 - d. Children who have no one to take them home must come into school and phone calls made to emergency contacts.
 - e. The senior staff member who has made the decision to close the school must use the telephone list in the school office to cancel the day's visitors.