



## **Extreme Weather and Unforeseen Circumstances Strategy**

**September 2025**

**Reviewed July 2026**



### **Procedures when we can't open at the start of the day due to adverse weather**

We will always work our hardest to ensure that Heage Primary stays open throughout the winter and other months where extreme weathers and other circumstances may make it harder.

However, unfortunately there may be occasions, such as snow, where we are unable to open as many of our staff (including the caretaker, cleaners, cooks, teachers and office staff) need to travel from as far as Nottinghamshire and South Derby. In order to open safely and ensure that all of our children can be fed, watered and be cared for safely and happily throughout the day we need to factor in staff ratios.

We will always ensure that we make a decision as early as possible as to whether or not we can open. The latest we will make a decision to close is 7.15am as by then we hope to have enough information about the school site, weather conditions and staff availability (who may be stuck in traffic themselves and unsure of their own arrival time) to know if we can open safely for 180+ children by 8.45am.

### **Procedures for when we are unable to open school**

If we are unable to open or we will do the following:

- Update our school community on the School Story on Dojo as soon as we can and no later than 7.15am
- Send an e mail to all parents/carers as some may not be on Dojo
- Update the school website with information on the home page as soon as we can access the system
- Once this initial communication has been sent we will put a post out on our Facebook Page <https://www.facebook.com/heageprimary>
- If we are able to open school but we know there are social media/news reports of other schools closing we will put out on our Dojo that we are open or considering to close early. This means there will be no need for parents/carers to phone school to check either way.

Please make sure you check e mails and Dojo first as this is the quickest and easiest way for us to let our families know what is happening.

**For the above to be effective, parents/carers need to take responsibility to be connected to Dojo and ensure e-mail addresses are up to date with the school office. If you are unsure of how to do any of these please contact the school office who will be more than happy to help.**

After the steps above are in place we will send updates to parents/carers as we have more information. We cannot put a time on this as we may be stuck in traffic ourselves.

**Please do not phone the office** when there is inclement weather as we have limited phone lines and this also takes up valuable staff time and this prevents us from working effectively and also blocks the line for other calls that are not related to snow/weather.

If no information has come through via any of these methods you need to assume that school is open. We would rather be spending time clearing snow, checking we have staff on site in suitable numbers to safely look after children and preparing the school for opening as normal or closing safely than trying to speak to hundreds of parents individually on the phone. Admin staff are also involved in helping to clear the site and make it safe and therefore may not be manning the phones at all times.

### **Procedures for when we have to close during the school day due to worsening weather or other unforeseen circumstances**

Once all the children are safely in school we will hopefully be able to stay open throughout the day. If circumstances change, for example if the weather changes, we will decide, in consultation with the Chair of Governors, if:

- we need to ask all parents and carers to come and collect all children and close the school early or;
- if we can stay open but offer parents and carers the opportunity to come and collect children early if they want to.

We will share any decision we make in the following ways:

1. If we need to close during the day we will update Class Dojo on the whole school story –please check this first for information. This is the easiest and most efficient way to let you know what is happening.
2. Secondly, we will send out an e mail to all parents/carers informing you of any school closure plans
3. Thirdly, we will update our Facebook Page advising parents/carers to check their e mails and Class Dojo.  
<https://www.facebook.com/heageprimary>

Please be aware that if school is open and we have not made a decision to close, any children that are collected early may have their absence recorded as unauthorised.