



Langton Primary School

Winter Management Policy

**Adopted by: Full Governing Board
Autumn2 2023**

Review date: Autumn2 2024

Contents

Rationale:.....	2
Guidelines:.....	2
1. School Closure	2
2. School Remaining Open:.....	2
3. Pupil Safety:	3
4. Safety in School:.....	3
5. Accident/Incident Reporting:.....	4

Rationale:

The Headteacher and Governing Board recognise the importance of avoiding school closure in order to ensure that the pupils' education is not adversely affected. In the event of hazardous weather conditions however, the priority of the Headteacher and the Governing Board is to ensure the health, safety and wellbeing of all pupils, staff and visitors to Langton Primary School. Closure of the school may therefore be necessary, in order to minimise the risk to pupils and staff.

Guidelines:

1. School Closure

In the event of adverse weather, any decision to close the school will be made by the Headteacher. This decision will only be made after careful assessment of the weather forecast, the conditions on the main routes to/from school, and consultation with the caretaker.

The Headteacher will assess weather conditions as early as possible. Staff in outlying areas should phone the Headteacher by 7.15am with an update on the weather conditions in their local area.

In the event of a decision being taken to close the school, [the following procedure will be implemented in accordance with the Langton School Closure Procedure \(See Appendix A\)](#):

- Any decision to close the school will be made by 7:30 am and this will be communicated to staff via telephone calls and published on the website.
- Announcements regarding school closure will be communicated to parents via text, email, the school website, and the local radio (Radio York: 95.5 FM).
- If the school is closed staff are expected to spend the day on PPA.

2. School Remaining Open:

In the event of school remaining open during adverse weather conditions, staff have a duty to make every effort to report to school as normal in order to

ensure that the classes they teach are adequately supervised and children receive their normal curriculum entitlement. It is essential, however, to minimise personal risk when travelling to/from school. Staff are advised to assess local conditions and plan sufficient time for their journey to school.

- In the event of a member of staff being unable to reach the school they should contact the Headteacher. In such circumstances, the Headteacher may advise the member of staff to complete PPA at home for the morning and attempt the journey later in the day, when roads have cleared. Alternatively, in severe cases of poor weather, the member of staff may be advised to stay at home all day and undertake PPA.
- The Headteacher will continue to monitor weather conditions during the day. If the weather continues to deteriorate, a decision may be made to close early.

If this happens then bus companies will be told and parents will be contacted to ensure that someone is available to receive the children. Parents of pupils who do not travel on the buses will be contacted and a notice will be issued on the website, and an announcement made on Radio York. The Headteacher and/or Senior members of staff will remain until all children have been safely collected.

3. Pupil Safety:

- Whilst at school, teachers should remind pupils of the importance of wearing suitable clothing and footwear; (a warm winter coat, wellingtons/snow boots, hat, scarf, gloves etc.). Pupils should however change into indoor footwear in school to minimise the amount of ice and snow brought into school which can cause hazardous conditions on flooring (see safety section below). Hats and scarves are not to be worn in school.
- Staff will encourage pupils to walk sensibly and use the cleared areas around the school.
- In times of adverse weather, communication and vigilance is the key to ensuring the safety of pupils and staff. Anyone who has any concerns regarding the safety of any area should inform the Headteacher immediately.

4. Safety in School:

In snow, ice and wet weather, the main walkways within school may become wet and slippery.

- All staff will ensure pupils walk in a calm and orderly manner.
- Staff will dry/mop any excess water on flooring after break and lunch times.
- Staff, pupils and visitors will be encouraged to wipe their footwear on mats at the entrance to avoid causing internal slip hazards.
- The caretaker will ensure that salt grit is spread on walk-ways to ensure

foot paths to access the school site are safe.

5. Accident/Incident Reporting:

All accidents or incidents will be reported using the existing school system.

Appendix A

Langton Primary School Emergency Closure Procedure

Decision to Close

Linda Bowman to contact Kevin Cook, Dan Walker and Samantha Conroy regarding local road conditions **prior to 7.30am**.

Once decision to close is made:

Linda Bowman to confirm to Kevin Cook, Samantha Conroy and Pam Jones that school will close.

Kevin Cook	Confirm to Emma Cogger
Linda Bowman	Confirm closure to Local Authority or email marion.sadler@northyorks.gov.uk with the words "School Closure" in the subject line. Call BBC Radio York on 01904 622033 Call Minster FM on 01904 486598 Call teaching staff – Roisin Dale Kathryn Cummings Abi Oscroft Jo Huntriss Sav Jones Dan Walker Call Tom Costen Contact Governors (non-urgent)
Samantha Conroy	Send text message to all parents listed as first named contact Send email to all parents on current email list Call School Transport providers to confirm closure – Station Taxis 01653 696969, Clippy Taxis Update front page of school website
Emma Cogger	Contact Dean Cairns
Teachers	Contact TAs to confirm closure Abi Oscroft Liz Charlton Vicky Cuthbertson Jo Huntriss Becky McAfee Rowena Gwatkin Dan Walker Paula Jackson Roisin Dale Sandra Camps Saskia Syms