




CRICKLADE
MANOR PREP

Severe Weather Action Plan

November 2019

(This is a whole school policy and applies to EYFS)

Reviewed: November 2019	Next review: November 2020	
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Extreme Weather

The Site manager will update staff via Office 365 and email of any forthcoming severe weather warnings.

The school will consider the forecast provided by the MET office for Cricklade.

www.metoffice.gov.uk

If a severe threat of **ice or snow** is predicted the following action will be taken **the afternoon before**:

1. Parents are notified via email to check the School website at 7:00am to see if the school buses are running or if the school has been forced to close
2. Front of Manor House to have grit/salt shovelled throughout area (padlock on grit box is: 2017)
3. Pathway in quad and to Wessex House, Thames House and Saxon House to have grit/salt
4. Main playground to have grit/salt
5. Main walk area from Sports Centre Car Park to Pavilion to have grit/salt

Grit/salted areas are highlighted pink



Extreme Cold Weather – EYFS and Walled Garden

1. EYFS mobile barrier to be used to section off playground
2. Salt to be shovelled from EYFS container onto remaining walk way area and from gate to Manor hall door
3. Soft Play area out of use until lunchtime subject to risk assessment and agreement from Head of Pre-Prep to use. (Barrier and shovel to be kept in EYFS shed (code 7942))

On the morning of Extreme weather – ICE AND SNOW

- Darren Fisher (Head of Grounds) to call School Business Manager (SBM) with an update of the roads by 6.30am
- SBM to call Headmaster. On the basis of the assessment the following options may apply:
 - a) **To open the school as normal** - No action required/parents informed to drop and go at the front of school. SLT and Pre-Prep members of staff required to meet and greet.
 - b) **To open the school but not provide school transport** - Students on the bus to be sent the following text message and a similar message will be placed on the website: *Dear Parents, the school is open. However, due to severe weather, it is not possible to provide school transport for your child today. Apologies for any inconvenience.*
 - c) **To not open the school** - All staff and students to receive a text message and a notice will be placed on the school website - *Due to the severe weather conditions it is not possible to open the school today. Apologies for any inconvenience, please follow updates on the school web page. (Penny Kelly or Jacky Barratt to send).*

Further action – If school is to remain open then the following actions to be followed:

All SLT and caretaking staff to attend school as early as is safely possible. Staff to call in by 7.30am if they are going to be delayed.

Priority for clearing snow

1. Front of Manor House to main entrance
2. Path from EYFS to hall side entrance of Manor House and back door near Manor House reception
3. Pathway in Quad to Wessex, Thames and Saxon House
4. Pathway along playground to Wessex House entrance
5. Main walk area from the Sports Hall to Pavilion
6. Playground and Car park

Key Telephone Numbers

Headmaster	Guy Barrett 07855 049065
Deputy Head	Tommy Towers 07879 053492
School Business Manager	Lesley Bayliss 07500081498
Director of Pastoral Care	James Barton 07818532414
Head of Pre-Prep	Rachel Davey 07815 054607
PA to Headmaster	Jacky Barratt 07884 013380
Registrar	Penny Kelly 07885 671260
Head of Grounds	Darren Fisher 07760 347583
Nursery Manager	Sara Dibley 07938 160771

On the day of severe weather – Wind, Heat and Flooding

Site Manager to access the site and complete a risk assessment. This is to be communicated to all staff via Office 365 prior to the start of the school day.

All staff to be briefed regarding extreme weather procedure by SBM at yearly CPD sessions.

It is the responsibility of all staff to follow the principles stated in this policy. The Headmaster is responsible for reviewing this policy annually.

This policy was reviewed in November 2019 and approved by the Headmaster. It will be reviewed on an annual basis. The next policy review will take place in November 2020.

Signed: Guy Barrett

A handwritten signature in black ink, consisting of the letters 'G' and 'B' in a cursive, stylized font.

Headmaster

Parent Information

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On the morning of Extreme weather – ICE AND SNOW

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- SBM to call Headmaster. On the basis of the assessment the following options may apply:
 - a. **To open the school as normal** - No action required/parents informed to drop and go at the front of school. SLT and Teaching Assistants will be available to meet and greet.
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On the day of severe weather – Wind, Heat and Flooding

Site Manager to access the site and complete a risk assessment as required. This is to be communicated to all staff via Office 365 prior to the start of the school day.