





**CRICKLADE**  
**MANOR PREP**

# Severe Weather Policy

Whole School	Reviewed	Next Review	Signed
Yes (including EYFS)	11/20	11/21	
Yes (including EYFS)	11/19	11/20	

## 1. Introduction

Cricklade Manor School considers the safety of each pupil, staff member and visitor to be of paramount importance and will take all reasonable precautions to ensure the school is able to open in as safe a manner as is possible should there be extreme weather conditions.

## 2. Communication

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

In the event of inclement extreme weather, the Estates Manager will update staff via TEAMS and email. Cricklade Manor Prep will follow the MET office for guidance. [www.metoffice.gov.uk](http://www.metoffice.gov.uk)

## 3. Ice and snow

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

- a) 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. A notice will also be placed on TEAMS
- b) Front of Manor House to have grit/salt shovelled throughout area (padlock on grit box is 2017) including from disabled bay to front door.
- c) Pathway in quad and to Wessex House, Thames House and Saxon House to have grit/salt
- d) Main playground to have grit/salt
- e) Main walk area from Sports Centre Car Park to Pavilion to have grit/salt

Grit/salted areas are highlighted pink.



- f) Salt to be shovelled from EYFS container onto remaining walk way area, from the driveway through the Manor House Gate to the Nursery gate, from the Nursery gate to Manor Atrium door and from rear Manor House door to Nursery Gate.
- g) Adventure play areas out of use subject to risk assessment and agreement from Nursery Manager to use. (Barrier and shovel to be kept in EYFS shed (code 7942))

#### 4. On the morning of Extreme weather - ICE AND SNOW

- a. Macaulay Reynolds - Grounds Person to call Estates Manager and School Business Manager with an update on the school by 6.30am
- b. SBM to call Headmaster. On the basis of the assessment the following options may apply:
  - i. **To open the school as normal** - No action required/parents informed to drop and go at the front of school and not use parking by the sports hall. GB/TT/PH/LB and TAs to meet and greet pupils. TAs to walk pupils to the Nursery from the Manor House front door.
  - ii. **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.*
  - iii. **To not open the school** - 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. (Tommy Towers to post).*
- c. Further action - If school is to remain open then the following actions to be followed:
  - i. 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.

#### 5. Priority for clearing snow

- a) Front of Manor House to main entrance
- b) Path from EYFS to hall side entrance of Manor House and back door near Manor House reception
- c) Pathway in Quad to Wessex, Thames and Saxon House
- d) Pathway along playground to Wessex House entrance
- e) Main walk area from the Sports Hall to Pavilion
- f) Playground and Car park

## 6. Key Telephone Numbers

Headmaster	Guy Barrett 07855 049065
Deputy Head	Tommy Towers 07879 053492
School Business Manager	Lesley Bayliss 07500081498
Estates Manager	Noel Bennett 07974 399957
Director of Pastoral Care	James Barton 07498878673
Head of Pre-Prep	Rachel Davey 07815 054607
PA to Headmaster	Jacky Barratt 07884 013380
Registrar	Penny Kelly 07885 671260
Grounds Person	Macaulay Reynolds 07395 291621
Nursery Manager	Kate Fryer 07542 501459

## 7. On the day of severe weather - Wind, Heat and Flooding

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

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 2020 and approved by the Headmaster. It will be reviewed on an annual basis. The next policy review will take place in November 2021.

Signed: Guy Barrett



Headmaster