



Boxgrove
Primary
School
& Children's Centre

Boxgrove Lane, Guildford, Surrey GU1 2TD

Co-Headteachers:

Mrs A Fitch BA (Hons) QTS NPQH & Mrs R Stacey BA (Hons) QTS NPQH

School Closure And Adverse Weather Policy

At Boxgrove we want every child to:

- Love learning
- Find their strengths and talents
- Achieve more than they thought possible.

It is the policy of the school to make every effort to remain open whenever possible.

SCHOOL CLOSURE

On rare occasions, the weather can be so severe that getting to and from school becomes hazardous. Really bad weather is disruptive and can cause anxiety and stress.

Other, unforeseen circumstances, may also cause the school to close. These include, but are not limited to, loss of power or structural damage to the buildings.

The decision to close the school either before or during the school day will be made by the Headteacher or a member of the Senior Leadership Team following a risk assessment.

The school will only be closed if one or more of the following conditions apply:

1. Insufficient staff are able to come in to keep the school running safely.
2. Conditions on site are not safe for children or staff.
3. Conditions are considered to be or are anticipated to become too hazardous for travel later in the day.

IF THE SCHOOL IS TO BE CLOSED DUE TO ADVERSE WEATHER OR UNFORESEEN CIRCUMSTANCES

We will notify parents using some of the following methods:

- School Website – www.boxgrove.surrey.sch.uk
- Text/Email via Bromcom our school communication system
- School Answerphone
- Eagle Radio 96.4FM / BBC Surrey

Overnight

If the decision to close the school is made **before the school day**, this information will be posted on our website by 7:00am. Additionally, a message will be sent via Bromcom to all registered parents. Closure of the school will usually mean that Boxgrove and / or the School grounds are inaccessible. Opening the school would be deemed unsafe for staff and children. We would make every effort in these circumstances to ensure the school opens again as soon as possible.

During the school day

Understandably, many parents ring the school if weather conditions become adverse during the day. Should there be a need to close school during school hours, we will update the School Website and also send a message via Bromcom as above.

The school appreciates that during bad weather children may arrive later than normal; parents should endeavour to contact the school to let them know they are on their way if they are likely to be delayed. The school recognises there will be isolated instances where families find it impossible to travel to school, even where the clear majority of children can get into school. In such instances parents should inform the school of the circumstances of this exceptional situation, as the school has a duty to clarify the circumstances of each case so as to be able to authorise the absence.

In the event of any school closure, work will be set by classteachers via Seesaw.

School Attendance

Parents acting on the assumption that the school would be closed without gaining confirmation, or failing to inform the school of the circumstances that prevents their child(ren) coming into school will have their child's / children's absence registered as an unauthorised absence.

Parents who choose to collect their child(ren) early upon the onset of snow prior to the school issuing an official school closure notification, should be aware that their child(ren) may receive an unauthorised absence mark. All children must be signed out via the School Office.

Cancellation of Before/After School Clubs

In the event of school closure all before and after school clubs will also be cancelled. Should the need arise during the school day to cancel a club parents will be notified by telephone or Bromcom.

Keeping Parents Up-to-Date

The school will make every effort to keep parents informed as to the situation with the school during adverse weather conditions, as we appreciate that such conditions and the uncertainty places considerable difficulties upon parents. However, parents are expected to check the [Website](#), Bromcom and/or make themselves aware of the radio broadcasts when it is clear that a closure is a possibility.

Safety around the school

When there has been snowfall, the school site is icy or there have been high winds and the school remains open, access to the site may be limited. The School Site Manager will clearly direct staff, parents and children to the accessible routes to be used.

Appropriate Dress/Uniform

During extreme weather conditions please ensure that children are suitably dressed; wellington/snow boots, hat, coat, gloves etc. Occasionally children may be invited to come to school in their own clothing (mufti). Notification of non-uniform days will appear on the [Website](#) and will also be sent home via Bromcom.