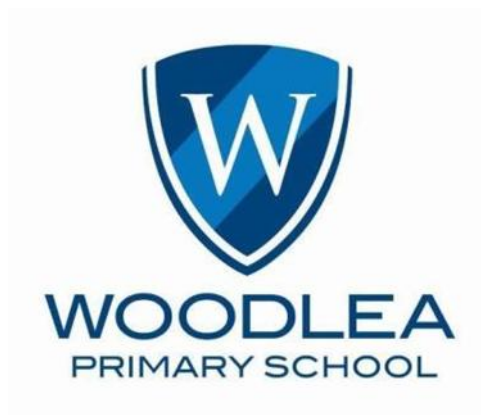




Woodlea Primary School Adverse Weather Policy

Reviewed by	Headteacher
Reviewed in	Autumn 2026
Status & Review Cycle	Every 2 Years
Next Review date	Autumn 2028

Overview

It is the policy of Woodlea School to make every effort to remain open whenever possible and decisions to close are never taken lightly and we will always endeavour to open the school when we are safely able to do so. However, it must be noted that due to our location here in Woldingham we are particularly vulnerable to deteriorating weather conditions.

Severe weather conditions include:

- extreme heat
- flooding
- storms
- snow

The decision to close the school either before or during the school day will be made by the Head Teacher in consultation with the Chair of Governors and Trust CEO. 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 dangerous.
3. Conditions are considered to be or are anticipated to deteriorate and become too hazardous for travel.

If the school is to close before the school day:

If it looks likely that the school will be closed, we will endeavour to make a decision as early in the morning as possible.

1. Parents will be alerted of the closure via our Arbor system, through an email, in-app message and text message.
2. An alert will also be placed on the school website via a pop up [Woodlea Primary School - Home](#)

The school will make all practicable efforts to keep parents informed of its intentions during adverse weather conditions, as we appreciate that such conditions, and the uncertainty that they create, places considerable difficulties upon parents. However, parents are expected to check the school website and to check emails. They should also check their local weather information sources, such as weather apps and local radio, when it is clear that a closure is a possibility. 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 the child coming into school risks their child being registered as an un-authorised absence.

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 likely to be delayed. Please either call the school or send an email or In-App message. The school recognises there will be isolated instances where families are cut off, 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 formally authorise the absence.

Where the school is officially closed, all absence is counted as authorised absence.

In the event that the school is closed for a prolonged period, please refer to our [Remote Learning Policy](#).

If the school needs to close during the school day

In the event of the school having to close during the day due to unforeseen worsening weather or similar unforeseen circumstances, parents will be alerted to the closure by text, email or In-app message. Such an early release will only be contemplated in extreme circumstances.

Delayed Opening

It may be possible to have a delayed opening, to allow time for the premises team to clear and grit the pathways. This will be included in the communication on the school web site and by email, text or in-app message.

Steps to keep the school open

As a school we will look into any temporary measures that can be taken to try to keep the school open if some staff can't make it to work. See the [DfE's emergency planning and response guidance](#) for more information.

Appropriate Winter Clothing

In the event of snow and the school does open, children should wear suitable footwear and clothing appropriate for the weather conditions.

Appropriate clothing includes:

- Winter coats
- Hats and gloves
- Jumper and fleeces for when inside
- Suitable footwear, (eg boots for snow)

Health and Safety

We take the health and safety of all our school community very seriously here at Woodlea.

In the event of snow some pathways will be cleared and salted. Parents, children and visitors will be made aware that pathways, even where cleared, do remain dangerous. Children will also be reminded of this in assembly.

Before and after school opening hours parents are responsible for ensuring their children do not slide on the school playground.

Where necessary, essential pathways will be maintained as clear as possible throughout the day.

On school days where the school is closed to pupils, the pathway will still be maintained during snow and ice weather on a daily basis by the caretaker (or in absence SLT and staff), so as to keep the pathways clear and prevent build-up of ice and snow.

During significant adverse weather conditions, the School may ask parents to drop off and collect their children via different entrance/exits. This may change during the day so we ask parents to keep an eye on school communications.

During adverse weather conditions, the playground may be out of bounds to parents and children at the beginning and end of school, and if the Head Teacher decides it necessary, at break times as well.

In the Head Teacher's absence, the Senior teacher on site will assume responsibility for making all decisions relating to the Adverse Weather Policy.