

Adverse Weather and School Procedure Guidance 2026-2027

The Federation of Broughton and West Tytherley
Primary Schools



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It would be extremely rare for Broughton or West Tytherley CE Primary School to have to close on a day when it should be open to pupils. However, it is possible that for health and safety reasons such as the failure of power, heating or water supply, we would be unable to remain open.

In addition, there are occasions (especially during the winter months) when we can experience adverse weather conditions and these could also cause the closure of the school at short notice. It is always very difficult when we have snow, ice or floods, to determine how this will affect travel to and from school. In all cases, we would ask that you follow the policy based upon advice from Hampshire County Council (HCC) should we experience any severe weather.

The advice from Hampshire County Council is:

'The decision to close a school is for local management, to be made by the Headteacher in consultation with the Chair of Governors. Decisions should be based on a risk assessment, taking into consideration the conditions at the school and the health and safety of staff and pupils.'

If at all possible the school will remain open and staff will be on-site as normal. However, a decision to close the school may be appropriate. This decision will be based upon the following factors:

- Access routes to and from school are unsafe for any or all staff, children or visitors
- Conditions on site and on the approach to the school site are hazardous to pupils & staff
- Health & Safety requirements are unable to be met to the appropriate standard
- Legal requirements would not be satisfactorily met ('responsible manager', qualified teacher, adequate ratio or paediatric first aider present on site)

The Policy at Broughton and West Tytherley Primary Schools for adverse weather conditions is that:

At the start of the school day:

The Headteacher and Chair of Governors, following advice obtained locally, will make a decision as to whether it is appropriate to open the school. The decision to close the school will rest with the Headteacher, based on information provided by the members of staff living closest to school who can survey the local conditions. The majority of staff travel in from Southampton, Winchester or Wiltshire, and hence their local conditions also have to be considered. If there are sufficient staff members to open the school, we will try our utmost to open – but if the condition of the site itself, the provision of key services (first aid, catering, and utilities such as electricity or water) dictate, then we may have to close the school.

To help with the decision-making process, the option to close would be taken at the earliest opportunity to make alternative arrangements.

If the school is closed, no after school clubs and other extra-curricular activities will take place on that day.

Our decision may also be linked to the status of other schools in the area e.g. linked secondary schools, and weather forecasts

If school is open we would expect pupils to attend – non-attendance requires a formal note and may be marked as unauthorised – however, the rural nature of the school means there

may even be variation of conditions within our own catchment which prevents children from attending safely.

Parents should follow the guidance below to find out the most up-to-date information regarding school closures. Once a decision to close the school has been made, we will make every effort to inform you by email and on our school website.

If the weather conditions make it necessary to close the school at short notice the following will take place:

- A text message/email will be sent to all contacts (parents/carers/staff etc.)
- Details will be posted on the school website (www.broughton.hants.sch.uk/ www.west-tytherley.hants.sch.uk) as early as possible to inform you. This decision would be made once a risk assessment of the school site is undertaken and local travel conditions known.
- Details will also be posted on www.hants.gov.uk/education/schoolclosures

In certain circumstances, such as the late arrival of sufficient appropriate staff, it may be necessary to *delay* the start time and again these details would be given to parents via local radio, Hampshire County Website, email and the main school website.

If you judge that your child cannot attend school on an adverse weather day, please contact the school by phone between 9:00am – 10.00am.

During the school day:

Once a decision has been made to open the school it will **be highly unlikely to close** during the day.

However, if the weather becomes severe during the day, then parents may contact the school if they feel that they would like to collect their child early for safety reasons (ie travelling/walking long distances or collecting other children from local schools). Please continue to check the HCC and School websites for information. If, for any reason, school has to close during the day because of worsening weather conditions, all parents will be contacted, but staff will stay until the last child is collected and the HCC website would be updated accordingly.

On snowy days, please could you ensure that children bring a change of clothes and wrap up warmly so that we can use the outside space. It is also advisable to send your children with a packed lunch, in case we are unable to provide school dinners.

The school will remain open until 3.15pm (West Tytherley) and 3.30pm (Broughton). However, if parents are delayed due to the adverse weather conditions, they should contact the school as soon as possible to give an anticipated arrival time. In such circumstances, children will be supervised until a parent/carer is able to collect them.

At the end of the school day:

If it is perfectly obvious, that the school is likely to have to close because of current conditions or a forecast of imminent snowfall or icy conditions for the following day, then a decision on further school closure will be made the evening before. This is to give parents/carers the maximum time to arrange alternative child-care.

Arrangements for ensuring continuity of learning:

We will make every effort to keep the school open to avoid any break in our pupils' education, but in circumstances where there has been a severe weather warning, as a precaution and in order to enable education to be continued, the school will endeavour to set work for the children on Google Classroom/Tapestry.