

# Severe Weather

# Policy &

# Procedures



# Policy

Reviewed: January 2026  
To be reviewed: November 2028

## **Severe Weather Policy & Procedure**

### **Rationale**

At St. John's C.E Primary School, our primary aim is to educate all our children in a safe and supportive learning environment in line with our Christian ethos and values. This includes ensuring children can travel safely to and from school. In addition, at all times when school is open emergency services must be able to gain access to the school site should any child or adult need them for any reason.

### **Aims and Objectives**

The aim of this policy is to outline the actions that should be taken in the event of bad weather. We will do our best to keep school open and operating as normal. However, in the event of severe adverse weather it may be necessary to close the school for the safety of the children and staff, but this would be as a last resort.

### **Practice and Procedures**

As per the Severe Weather Guidance from Learning Accord Multi-Academy Trust (MAT), a copy of which is available on the network and mastercopy file in the Headteacher's office, the following policy and procedures exists for St John's C E Primary School. The decision to close will be made by the Head teacher who will consider the following: -

- Health and safety – will remaining open constitute a significant risk to pupils and/or staff?
- Availability of staff – does the severe weather mean that a significant number of staff have been/will be unable to attend making it impossible to open.

Our first priority will always be to ensure the health, safety and wellbeing of pupils, staff, parents and families. Where practical, we will consider opening later in order to enable staff and children to have extra time to travel to school safely. We will clear paths within school to make access as safe as possible, and will keep supplies of grit to support this.

### **School Closure Procedure:**

Once the decision to close school has been taken, parents and staff will be informed via the following:

- Message via Class Dojo
- Message on school website homepage: <https://www.stjohnsdewsbury.co.uk/>
- Listed on Kirklees website

Where possible, a member of staff will be in school to advise parents and families on arrival that the school is closed, and to answer telephone calls from concerned parents.

Parents will be informed via a ClassDojo that this is the procedure to be followed.

Informing staff: It is recognised that adverse weather conditions will, at times, make travel to and from work difficult. However, employees are expected to make all reasonable efforts to reach their workplace. In the event of closure, staff will be informed by WhatsApp and email sent by a member of the Admin Team on behalf of the Head Teacher, Mr Aidan Blackburn.

Informing parents: The Head Teacher Mr Aidan Blackburn is responsible for sending a message to parents via Class Dojo.

The Bursar is responsible for updating the website and informing Kirklees Local Authority who may in turn inform the radio stations.

The Deputy Head and other members of SLT are on stand-by to carry out duties on the day as designated by the Head Teacher.

Possible Information Required:

Address: St John's C E Primary School, Dewsbury, WF13 2LP

Telephone: 01924 325323

URN: 152253

School Password – See Emergency Plans.

Brief message stating 'School is closed today' (Insert date).

In the event of a school closure due to bad weather, work for the children will be set via Class Dojo so the children can learn remotely. This will be uploaded at the earliest opportunity, ideally by 9am and will reflect the pattern and teaching time of a normal school day. The work will remain online for 7 days and the expectation from parents is that within this time they should support their child to carry out such work if they feel it convenient and relevant to do so. Due to safeguarding concerns, school will not provide a live teaching facility online.

Teachers will be expected to set work for home learning via Class Dojo, respond to parental worries/concerns or refer them to a member of SLT. Staff should also use the time as Planning, Preparation and Assessment (PPA) time from home.

**Inclusion and Equality**

In line with our duties under the Equality Act (2010) and as set out in our Equality Policy we are committed to providing a safe and secure environment for all on our premises. Everybody is valued, respected and challenged regardless of race, gender, religion, social background, culture or disability. A copy of this policy is available in a different format or language to ensure it is accessible by all. If you require a copy of this policy in a different format please contact the school office.

**Policy Monitoring and Review**

This policy will be reviewed following the 3-year Policy Review Cycle of the school or when there are any changes to the statutory guidance that warrant it. It may also be reviewed earlier should it no longer comply with school practice or the legal requirements of the school.

Policy written by: Aidan Blackburn

Date: 08.01.26

Chair of Governors Signature.....Date.....

Date of Review: November 2028

Appendix: Letter sent to parents/carers.



St. John's C.E. Primary School  
Boothroyd Lane  
Dewsbury  
WF13 2LP  
Tel: 01924 325323  
Fax: 01924 325324  
Head Teacher: Mr Aidan Blackburn  
[office@stjohnsdewsbury.co.uk](mailto:office@stjohnsdewsbury.co.uk)  
[www.stjohnsdewsbury.co.uk](http://www.stjohnsdewsbury.co.uk)

Together in love we learn with

Respect, Hope, Friendship and Forgiveness.



## Important Information Regarding Adverse Weather



Dear Parents and Carers

It is that time of year again when the weather is very changeable and sometime extreme so I am writing to let you know the procedures we will follow should we have any severe weather, for example snow, ice, etc.

Whilst we will try to keep school open and operating as normal, in the event of severe adverse weather it may be necessary to close school for the safety of the children and staff, but this would be a last resort. I will try to make the decision as early as possible after discussing the matter with our caretaker and viewing the long-term weather forecast for the day. My decision will be based upon the following factors:

- Health and safety – will remaining open constitute a significant risk to pupils and/or staff?
- Availability of staff – has the severe weather meant that a significant number of staff have been/will be unable to attend making it impossible to open?

Our first priority will always be to ensure the health, safety and wellbeing of pupils, staff, parents and families. Where practical, we will consider opening later in order to enable staff and children to have extra time to travel to school safely. We will clear paths within school to make access as safe as possible, and will keep supplies of grit to support this.

Once the decision to close school has been taken, parents will be informed via the following:

- Message via Class Dojo
- Message on school website homepage: <https://www.stjohnsdewsbury.co.uk/>
- Listed on Kirklees website.

Fingers crossed we don't get any heavy snow fall but if we do then the procedures above will be followed.

In the event of a school closure then work for the children will be set via Class Dojo so the children can learn remotely should it be convenient. There will be no option to deliver any live teaching due to safeguarding concerns with this.

Thank you for your understanding and support on this matter.

Kind regards

Mr Aidan Blackburn  
Head Teacher