

LITTLEBOURNE CE PRIMARY SCHOOL



Severe Weather Procedure

Key Contact Personnel in School

Headteacher: Simon Hillier

School Business Manager: Jojo Kelderis

Chair of Governors: Simon Rudland

Date Written: May 2025

Date of next review: May 2028

School Vision

At Littlebourne, we foster a nurturing, inclusive school community. Following the example of Jesus, we act with compassion, to look outwards to serve our neighbour. We empower all to be lifelong, respectful learners who flourish under God's guidance. Through our aspirational creative curriculum, we grow and thrive together.

In order for us to fully prepare of severe weather, we will:

- Review and replenish our salt supplies by the end of the Autumn Term - Caretaker
- Review staff contact details for accuracy in September – School secretary
- Ask staff to consider alternative means of getting to work, such as car sharing - Headteacher

Decisions on status of the school during severe weather

The Headteacher will gather information from:

- Any members of staff who live in the village to enable us to understand how the local conditions may impact us as a school – this will be completed at or before 7am where possible.
- Members of staff who contact the Headteacher at home to let them know that it is likely that they will not be able to travel into the school or will have longer journeys than normal – this will be completed before 7:15am where possible.
- The BBC weather website for the forecast linked to Canterbury and the surrounding areas.
- Kent Police Travel advice website.
- Other local heads within the rural area.
- The Headteacher will note advice from other public authorities including the Area Education Officer before making a final decision.

The Headteacher will make the decision about the school status by 7:15am wherever possible, with the default decision being to **stay open whenever possible**.

The headteacher will take the following factors into account:

- Safety on site including the ratio of staff to pupils.
- Maintaining an acceptable working temperature.
- Access to the school from the surrounding area, from where people travel from and the ability to park safely, either for staff or parents when dropping off and collecting.
- Being able to decide early enough for minimal disruption to take place.
- Whenever possible to keep the school open for childcare for working parents.
- The ability for parents to bring their children to school and to collect them at the end of the day.

If any extenuating circumstances prevail, a measured approach will be taken and the headteacher reserves the right to modify how the school opens in order to take this into consideration.

It is the responsibility of individual members of staff to decide whether their journey is safe, considering whether an earlier start, a late start or a slower journey will help with this.

It is parent's responsibility to decide if car journeys are safe or if the distance is short enough and it is safer to walk to school.

The school's status will be decided by considering:

Staffing Availability	Weather Conditions - Canterbury	Status
At least three quarters of staff, regardless of their role are able to make it into school. At least one DSL on site. Breakfast Club staff are able to make it onsite.	Stable or improving conditions	Open all day as usual with breakfast club being offered if staff are already on site.
	Deteriorating conditions	Open with a possibility of stating a time for early closure if needed.
Less than three quarters of staff can make it on site. Of those on site, at least one is a teacher member and at least is part of the senior leader team.	Stable or improving conditions	Open but possibly close to some groups of children due to pupil age or staffing difficulties.
	Deteriorating conditions	Closed to all except the children of those parents who need to work outside the home (childcare provision in place).
Significantly reduced members of staff available to site with no member of the senior leadership team, DSL and/or school conditions are too dangerous.	Stable or deteriorating conditions	The school to remain closed.

The ability to offer safe remote learning may also impact on our decision making.

The decision made will be communicated:

For parents, pupils and staff

- To all parents and staff via a Weduc message.
- Via the school website. This will be updated to inform parents, staff and pupils we are closed. [Home | Littlebourne Church of England Primary School \(littlebourne-kent.co.uk\)](http://www.littlebournechurchofenglandprimaryschool.co.uk)
- On the KCC website, www.kentclosures.co.uk
- On the radio – KMFM and BBC Radio Kent
- To staff through our communication branch

It is assumed that all staff will report to work unless told not to attempt their journey or that the school is closed to staff as well as pupils.

Extended School Services:

Our breakfast club status will reflect that of the school although we may consider different start and finish times depending on the severity of the weather.

When the school is open in severe weather:

- The Headteacher will ensure that provision is in place to receive pupils by 8:45am (or by the time the school will open if this has changed or has been delayed).
- Where a decision is made to keep the school open it is expected that pupils will remain on site for the normal school day.
- Only under exceptional circumstances would the school close early and then only when the Headteacher is satisfied that a responsible adult can safely escort children home.

Absence during severe weather:

Pupil Absence

- If the school is open it is assumed that all pupils within walking distance will attend unless they are ill, in which case parents will inform the school before 8:45am
- All other pupils will be marked as if they are absent.

Staff Absence

- If the school is closed to pupils and staff, payment is made as normal
- If school is closed to pupils only, staff are expected to attend. If a member of staff does not attend then advice about payment would be sought from the Schools' Personnel Service.



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KCC CHILDREN FAMILIES AND EDUCATION

School Risk Assessment

Topic/Activity/Operation: Snow and ice or other severe forms of weather

Name of Establishment/School: Littlebourne CE Primary School		
Risk assessment completed by: Sam Killick	Signed: S Killick	Date: 01/12/2023
Head of establishment: Sam Killick	Signed: S Killick	Date: 01/12/23
Review Date: Yearly - December 2024		

Risk Rating: (LIKELIHOOD)	OUTCOME:		
	Insignificant Injury	Significant Injury	Major Injury
Unlikely	Trivial Risk	Low Risk	Medium Risk
Possible	Low Risk	Medium Risk	High Risk
Probable	Medium Risk	High Risk	STOP

Risk Level:	Action and Timescales:
Trivial	No action required and no documentary records are required
Low	Consider if the risk can be reduced further. Monitoring is required to ensure that the controls are maintained.
Medium	Risk reduction measures should be implemented within a defined period.
High	Give priority to removing or reducing the risk urgent action should be taken.



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	Are the following control measures in place?	State what risks are involved and the consequence of the risk	State which control measures are in place to reduce the risk	Are the controls in place? (Pre-Planning)		Are the controls in place? (On the day)	
				Yes	No	Yes	No
1	Is there enough salt/grit available on site to keep a clear path for safe access and egress around the school site?	Slip/Trip of pupils, staff, 3 rd . party visitors, causing a fall which could lead to an injury	<p>Maintain stocks of salt/grit. Stocked up.</p> <p>Identify which walkways or areas need to be cleared to allow people to get around the premises safely. Main gated entrance only.</p> <p>Allocate a responsible person to monitor weather reports and grit/salt prior to snow/ice forming. HT, and Caretaker</p> <p>Reduce the movement of people around the premises.</p> <p>Identify access specific routes and restrict movement to those routes.</p>	YES			
2	<p>Is there an acceptable ratio of staff to pupils* to attain adequate supervision?</p> <p>(* staff/pupil ratios are not legally defined for children over the age of four. Acceptability is what the head teacher assesses as acceptable following their risk</p>	Staff not being able to attend school, leaving pupils without adequate supervision,	<p>Estimate how many staff members need to get in for the school to operate safely by identifying how many pupils could attend. Stated above and how many children are in school.</p> <p>Identify how many staff would be safe to travel to work in severe conditions. Survey sent to staff</p> <p>Inform staff to listen to Road Safety (AA) to see if the roads are safe to travel on. Remember: travelling to school is considered 'essential travel'.</p>	YES			



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	assessment).		Devise a system where staff can report to headteacher by 7.45am and contact number given. Contact line already in place.			
3	Are there procedures in place for heating failure?	Unable to sufficiently heat school to the recommended minimum working temperature, causing staff and pupils to suffer from the cold.	Contact Property Service Desk to have emergency heaters delivered. A small number of heaters are available in school but with an old school no number of heaters would be enough to heat the rooms sufficiently.	Variable		
4	In the event of a closure, has it been identified which pupils are safe to be sent home?	Pupils unable to get into their homes, left stranded.	Identify which pupils have alternative arrangements if they were to be sent home. Normal collection rules would apply and no child would be sent home alone.	YES		
5	Will the school have adequate hygiene facilities?	Staff and pupils are unable to wash their hands, flush the toilets, or have access to drinking water.	Ensure that there is anti-bacterial wash on site. All stocked	YES		

All actions, where possible, should be completed before the bad weather arrives.

Pre-planned control measures that are not in place:	Actions to be taken:	By Who:	Date Completed: