

# Cedars Manor School



## Adverse Weather Policy

(Non Statutory)

*Article 2: Every child has the right to be treated equally and with respect*

Approved by:	FGB	Date:
Last reviewed on:	New	
Next review due by:	January 2027	

## ADVERSE WEATHER POLICY (Non Statutory)

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

The decision to close the school either before or during the school day will be made by the Headteacher.

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

- Insufficient staff are able to come in to keep the school running safely.
- Conditions on site are dangerous.
- Conditions are considered to be, or are anticipated to later become too hazardous for travel.

### If the school is to close:

The closure will be recorded on the Cedars Manor School Website:

[www.cedarsmanorschool.co.uk](http://www.cedarsmanorschool.co.uk) on the instruction of the Headteacher and we will also e-mail families.

Parents who have provided up to date mobile and email addresses will also be alerted to the closure via **The Parent App** by the Headteacher once the closure has been decided.

The school will make all practicable efforts 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 very considerable difficulties upon parents.

However, parents are expected to check the websites when it is clear that a closure is a possibility.

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.
- 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 instance's 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.
- 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.

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

- In the event of the school having to close during the day due to unforeseen worsening weather or similar unforeseen circumstances:
- Pupils will be supervised by staff until parents can be contacted by telephone for permission or until the normal end of the school day, whichever is sooner.
- Parents will be contacted by email to advise them of the early closure. Such an early release will only be contemplated in very extreme circumstances.
- Pupils are expected to continue their studies at home and advice will be provided on the School website.

## **School Grounds - Site Safety**

In the event of snow and Ice, we will do our best to clear and keep pathways gritted and salted.

Parents, children, visitors and staff will be aware that pathways, even where cleared, do remain hazardous as mentioned in our school newsletters and TV presentation screens as reminders.

Pupils will also be reminded of this in assembly's and during classroom registration time.

During Snow and Icy conditions, we will make every endeavour to grit and salt pathways from the main gates to the nearest entrance into the building and 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 Premises Manager and Senior Staff will monitor conditions in order to reopen the school as soon as it is safe to do so.

During adverse weather conditions, the playgrounds, Adventure Trail and Field will be out of bounds at the beginning and end of school, and if necessary, at break times as well.

N.B: During Winter months our field, grass areas and Adventure Trail is out of bounds due to Health and Safety reasons.

In the Headteacher's absence the most Senior Leader on site will assume responsibility for making all decisions relating to the Adverse Weather Policy.

## **Impact on Staff**

Our first priority is for the pupils of Cedars Manor School. However, it is understood that members of staff will also need to take responsibility for their own children as well as their own transport arrangements in adverse weather conditions.

When the school is open, it is expected that all staff will do their best to get to work even if this means that they will be late. Keeping the school informed of any problems that staff encounter is the normal procedure.

If pupils are dismissed during the school day, we will need to ensure adequate supervision for those who remain in school. Staff will be informed by Senior Staff that they can leave as soon as is reasonably possible. Priority will be given to those staff who have been advised by their child's school that their child must be collected because their school is also closing and/or those that live furthest away.

If the school is closed Staff must check the school website regularly for updates. It is expected that staff will use any work time spent at home in worthwhile preparation and planning.

Headteacher will contact our Local Authority (Harrow Council) as we are a state school and seek advice if deemed necessary and school governors.

**Further Information** can be found on a UK Government website:

Department for Education > The Education Hub

### **Link:**

[educationhub.blog.gov.uk/2025/11/do-schools-close-because-of-bad-weather-everything-parents-need-to-know/](https://educationhub.blog.gov.uk/2025/11/do-schools-close-because-of-bad-weather-everything-parents-need-to-know/)

## **Email sent to Parents (08.01.2026) - Arrangements for Winter**

The following arrangements are put into operation at school, during days when we experience disruption caused by severe snow or extreme weather.

### **Snow Day Information**

- An email message is sent to parents before 7:30am if the school is going to close
- Parents are asked **NOT** call the school for information as this will all be available on the website. Calling the school also blocks the lines for essential calls to be made.
- Information will be posted on the school website.
- If conditions deteriorate during a school day a decision may be made to close the school early. A message will always be sent to parents to inform them of any changes.
- If you do not hear from the school, and you have checked the website, then assume it is a normal day and we are OPEN

### **Restricted Site Access and Priority Path Clearance**

On days we are OPEN but there is some disruption from snow/ice we will do the following:

- Only open the main front gate leading to reception and clear the path to the front entrance.
- The back gates to the main playground *will* be OPEN but the paths may **NOT** be cleared of Snow and Ice. Parents who use the back entrance do so at their own risk as this route may **NOT** be able to be properly gritted.
- Parents should ensure that children use the gritted paths

On Snow days we ask that parents and children DO NOT arrive at school early, i.e. before 8.30am, and avoid congregating before classes begin. Only children who attend Breakfast Club or scheduled morning activities should arrive before 8.30am.

### **Registration on Snow Days**

On snow days, if you have received a message to say the school is open but with the restrictions described above, children will not be marked late until after 9.15am. Therefore, **on severe snow days children can arrive between 8.30am and 9.15am**. This extended flexible start will help avoid congestion on the roads and pavements outside school and improve safety. If you do not receive a text then soft start is at the normal time of 8.40am.

### **Early Closing for Snow and Severe Weather Dismissals**

If the school needs to close early due to deteriorating weather conditions, then a message will be sent to parents. The following procedures will operate:

- Children will be collected from the office

We will always do everything possible to keep the school open throughout the winter without compromising the safety of your children.

### **End of Policy**