



SCHOOL CLOSURE & ADVERSE WEATHER PROCEDURE

Orchard Place presents a potentially hazardous access route to the School in severe weather conditions e.g. with snow or ice, or in the event of flooding. Our primary consideration in these situations is always the health and safety of our children, families and staff, especially in respect of travelling to and from school.

The following procedure has been created in collaboration with the site landlords, Urban Space Management (USM) and the School's transport providers (Waltham Forest Community Transport).

All parents and staff have been made aware of the following procedure in case of hazardous weather conditions. The school website will be regularly updated to inform parents of imminent or confirmed school closure. In any case where school closure or changes to the normal school day are deemed necessary to control an identified travel risk, the following procedure will also be followed.

In some circumstances, the School may remain open and operate a limited service, e.g. an alternative to regular lessons and/or a shorter day. However, the School bus service may not operate in these circumstances.

NOTE: This is NOT an emergency procedure. For all emergency incidents the **Critical Incident Policy** will be followed

PROCEDURE DURING SCHOOL HOURS

In the event of hazardous weather or other conditions likely to affect the safety of pupils, parents and staff while travelling to/from school, the following steps will be taken if a risk is assessed during the School day:

1. All parents will be informed via text and email that it may be necessary to close the school & to expect changes to normal routines
2. The School website will be updated to advise of proposed changes
3. All parents will be kept regularly updated of the situation via text and email and be made aware of any changes to after school bus services
4. Once the Head Teacher makes a decision to close the School early due to hazardous weather conditions, all parents will be advised. Parents will need to make immediate arrangements to ensure that their child or children are collected immediately once the school closure has been confirmed
5. In this case, no school bus will operate and all children will need to be collected directly from the premises or from a pre-advised safe nearby location if alternative location is needed due to the weather conditions
6. The School may need to be closed earlier than 3:30 pm (after school care will be cancelled) to enable all children, parents and staff to travel home safely.
7. The School website will be updated to advise of school closure
8. The Head Teacher and at least one other staff member will remain on site to ensure all pupils and staff have left the building safely

PROCEDURE OUTSIDE SCHOOL HOURS

In the event of hazardous weather or other conditions likely to affect the safety of pupils, parents and staff while travelling to/from school, the following steps will be taken if risk is assessed overnight or before the start of the School day:

1. All parents and staff will be informed via text and email during the evening or early morning that it may be necessary to implement the School Closure Procedure and to expect possible changes to the normal routine
2. The Head Teacher will also advise parents that they will be contacted about the running of buses as soon the situation is confirmed with the transport providers. In some circumstances, the School may be open to pupils, but the School buses may not run. In this case it is the parents' responsibility to get their child to and from school and no alternative transport arrangements will be offered by the School.

3. The Head Teacher will provide an updated time schedule so that parents will know when they can expect to receive information or to take action
4. Once the Head Teacher makes a decision to close the School due to hazardous weather conditions, all parents will be advised by email and by text message
5. The School website will be updated to advise of school closure
6. The Head Teacher will inform USM of any school closure so that they can monitor the potential arrival of any parents on site
7. If conditions allow for the Head teacher to travel safely to school, he will make the journey to ensure that no parents have arrived at the premises. In this instance, supervision and/or care of pupils will not be provided in any circumstance.

Lucas Motion

Head Teacher

September 2023

Review approved by Deborah Livsey CEO
New Model School Company Limited
September 2023

Next review date: August 2024