

## Inclement Weather and Emergency Closure Procedure

### Junior School, Fitzwilliam Building and Dame Bradbury's

Parents will find the following points of information and guidance about our procedures during periods of inclement weather helpful or in the event of the need for any emergency closure. Our intention is for school to remain open.

- 1. School Site Closure** - In the unlikely event that the school is to be closed the Head of School will make the final decision and notify parents as outlined above. The Head of School will also notify external bus companies via KURA and internal Stephen Perse Minibuses via the Head of Estates.
- 2. School Transport** - On mornings when bad weather will clearly affect the safe transportation of pupils all, or some, of the school transport may be suspended. If a decision is made to cancel any school transport service the night before because of inclement weather or other emergency situations, KURA will communicate with parents. If the school transport is cancelled on the morning itself, KURA will alert parents. We may also use: ParentMail, use our X feed @SPFJuniorSchool or @DameBradburys or the SMS service. Please be aware that there is a possibility that some school transport routes may run while others may not be available. It is the responsibility of the Head of Estates to notify KURA if Stephen Perse Minibuses will not run and then contact both Heads of School.
- 3. Personal Decision** - In the event of inclement weather safety is the first consideration for each family. Whether your child attends school will depend on personal circumstances and local conditions. We appreciate that local conditions will vary and may change rapidly and we will understand if a pupil cannot get to school by 8:20am for registration. Equally, if bad weather sets in later and you are worried about the journey home, you may wish to make arrangements for your child to be collected or leave school before their end of day collection time.
- 4. Attendance Notification** - To ensure that we know who will and will not be in school (and to comply with statutory requirements), kindly inform us if your child is unable to attend school by emailing: [studentabsence@stephenperse.com](mailto:studentabsence@stephenperse.com). Please avoid telephoning us unless absolutely necessary to ensure that telephone lines remain available for urgent calls.
- 5. Closing Early** - In exceptional circumstances, we may take the decision to close the school early in the day. In this event a notice will be posted on our website [www.stephenperse.com](http://www.stephenperse.com) and X feed @SPFJuniorSchool or @DameBradburys. In addition, notifications will be sent to parents

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via ParentMail and parents may arrive at school to collect their child at any time, up until the end of the school day, but there will be no after-school activities and no Late Stay provision in place. Stephen Perse Minibuses and coach transport, managed by KURA, may be suspended if conditions are particularly severe.

6. **Supervision** will be provided until every pupil has been collected within a reasonable time, after which we will follow our non collection of a child procedures.
7. **Accessing Another Site** - Exceptionally, on a day affected by particularly bad weather, parents of Junior School pupils may find it more convenient to take their child to Dame Bradbury's School in Saffron Walden for the day: and vice versa for parents of Dame Bradbury's pupils. Should this be the case, parents are asked to contact both Junior School ([fitzwilliam@stephenperse.com](mailto:fitzwilliam@stephenperse.com)) and the office at Dame Bradbury's ([office@damebradbury.com](mailto:office@damebradbury.com)) to arrange this. This arrangement will be subject to the ability to safely accommodate each additional child with relation to staffing and pupils numbers in attendance.
8. **Access to School site (Dame Bradbury's)** - The school driveway can be very hazardous during bad weather. The Senior Leadership Team and Site Supervisor will judge the safety of the car park, and may need to ask parents to drop their children at the front door or at another alternative drop off point, ensuring that pupils in Early Years and Nursery are escorted to their classrooms by staff. The site will also need assessing and sufficient salting and clearing will need to take place for pupils and staff to safely access buildings. The Head will make a decision on how safe the school site and access to it are before a final decision is made on opening. Staff should also use the School website or the other sources above to find out if the School is open. Staff who live within walking distance are asked to come in, subject to safety, to be there in case any children arrive even if the School is closed.

**Reviewed:** December 2023

**Owned by:** Head of School Dame Bradbury's and Head of Junior School - Fitzwilliam