



What is meant by severe weather?

Severe weather is classified as weather conditions which have an impact on service delivery. The weather may be for example, heavy snow, black ice, fog, floods or strong winds. In the event of disruption caused by severe weather the prime concern of the school leadership must always be the safety of the pupils and staff of Navigation Primary School (NPS).

Any decision to close the school will take account of the safety of all of NPS's pupils and staff, some of whom travel a great distance to school each day. We will always endeavour to open the school in the event of bad weather, if it is safe to do so.

Head teachers are authorised to make an emergency closure when the state of the weather or any other exceptional circumstance would put the health, safety or welfare of pupils and/or staff at risk.

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

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

Procedure

It is policy that school will open on all normal school days even when some poor road conditions exist. However, in the event of severe weather, we cannot guarantee that staff will be able to attend school and a decision to close or restrict school opening will have to be made.

If the school is to close in the morning:

- A message will be sent out to all parents/carers via the School Spider App, we will endeavour to communicate this decision by 8.15.
- The closure will be recorded on the Trafford Council website and the school's website by the Head Teacher.
- Local radio stations will be informed.
- Staff who can get into school will use the phones to inform parents or answer queries.
- Where available, staff will be posted outside school to inform parents/ carers as they arrive at school.
- The school phone is likely to be very busy and it may not be possible to get through, so we would ask parents and carers to use the means of communication outlined above instead and not to telephone to ask if school is open.

Closure during the school day

The safety and well-being of pupils is paramount and therefore, if the weather forecast got worse during the day, then the Headteacher may make the decision to close school early and ask for parents/carers to collect children

before the end of the day. Safe and speedy dismissal of pupils in the event of an emergency closure depends on the school and parents/carers working in partnership. Closure will be communicated to parents via the School Spider App and parents/carers are asked to work in partnership with school and arrange collection as soon as possible. If there is an enforced school closure, we cannot look after children, however, those already delivered to school prior to a decision being made will of course be looked after until they can be collected.

Restricted opening

This occurs where school is open but some staff may be unable to attend or where weather conditions may prevent some pupils from attending.

At the end of the day, the children should be collected as usual but there will be no after-school clubs or staff meetings. Parents who wish to collect their children early due to the road conditions may do so. On such days, children's access to the playground may be restricted.

Parent/ carers responsibilities

It is the responsibility of parents/carers to:

- ensure that school has up at least two to date emergency contact details.
- to check for messages via School Spider, check the NPS website and/or make themselves aware of the radio broadcasts when a closure is a possibility.
- For children who walk to school alone parents/carers are asked to check school is opening before children set off and if children usually walk home alone it would be advisable to collect them in snowy conditions.
- If conditions do not improve on subsequent days please check the school website / EvidenceMe and School Spider for updates.
- ensure their children have warm clothes and suitable footwear in case their journey is disrupted or they are stranded. It is advisable to wear boots and bring a change of footwear.
- Ensure no snowballing in the playground. This is in the best interests of health and safety for all pupils, staff and visitors as grit or sand will have been spread.

Please note:

NPS 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.

It may be necessary to ask all children to bring packed lunches if the kitchen staff are unable to reach school safely.

Staff will always make every reasonable effort to undertake the journey to school. It is appreciated that the journey may take longer than normal and therefore some staff may not be able to arrive before the normal start of the school day.

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

If the school is closed, a member of staff (where possible and safe to do so) will be available at school to ensure that messages and communication are maintained for the first hour of closure. Thereafter, the school will be empty.

Once a decision has been made to close NPS it will not be reversed, even if weather conditions improve. Please accept our apologies in advance if the decision turns out to be the wrong one but we must decide based on the information we have at the time and with enough notice to allow parents to make childcare arrangements.

School premises

In the event of snow some the pathway to the School office, the pathway into the playground and the route to Kids Collective will be cleared and salted.

Parents, children and visitors are reminded that, even where cleared, pathways do remain dangerous. Children will also be reminded of this in assembly.

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Next Review: November 2026

Before and after school opening hours parents are responsible for ensuring their children do not slide or throw the snow/ice on the school playground.

Where necessary and as far as possible, essential pathways will be maintained as clear as possible throughout the day.

On school days where the school is closed to pupils, where possible the above routes will still be maintained during snow and ice weather daily by the caretaker, so as to keep the pathways clear and prevent buildup of ice and snow.

Q&A – snowy days when school is open

Do I need to contact school?

If you decide not to travel because of the road conditions, please let us know by emailing the school office admin@navigationprimary.com so that we know the children are safe.

Should I travel to school or not?

Always check the Spider app and the website and for messages from school first. Parents/carers and staff must decide whether it is safe for them to make the journey to school. Where possible, the school will try to ensure that there is someone at school to greet the pupils but if you arrive at school and no member of staff is present, *your children must remain your responsibility and should not be left unattended at school.*

Will there be after-school clubs?

No. Please keep the office informed if you are delayed on your way to collect the children. As always, we will look after the pupils until you get there.

When should I collect my child?

Parents who decide to bring their children to school are welcome to collect their child early if it suits them, otherwise please collect at the normal time.

Impact on education

On days when the school has restricted opening, children may not be taught by their usual teachers or in their usual classes, as we may not have our full quota of staff. However, we will ensure that we have an educationally valid day which will include English and maths at an appropriate level. If there is a prolonged closure of the school, staff will advise work that may be completed via School Spider, Evidence Me or Google Classroom.

Support if stranded in school

A member of staff will stay in school until all children have been collected.

Food – the school kitchen holds a small stock of food throughout the term which can be used to ensure a snack for anyone stranded.

Internal safety measures/checks

Fire escapes and routes – to be cleared and salted as a priority.

Salting – the caretaker will ensure sufficient stock. Salting in and around the paths for access to the school will commence at 7am each day as necessary and during the day if conditions require.

Staff Procedure

In adverse weather conditions staff are asked to telephone their team leader and advise if they can travel to work by 7.45 a.m.

If the weather conditions are severe enough to force closure or restricted opening, this decision will be communicated by the following means:

- What's App Text Messaging Service and text messages from team leaders
- Email

If school is closed staff should share work with class via School Spider/Evidence Me or Google Classroom as appropriate