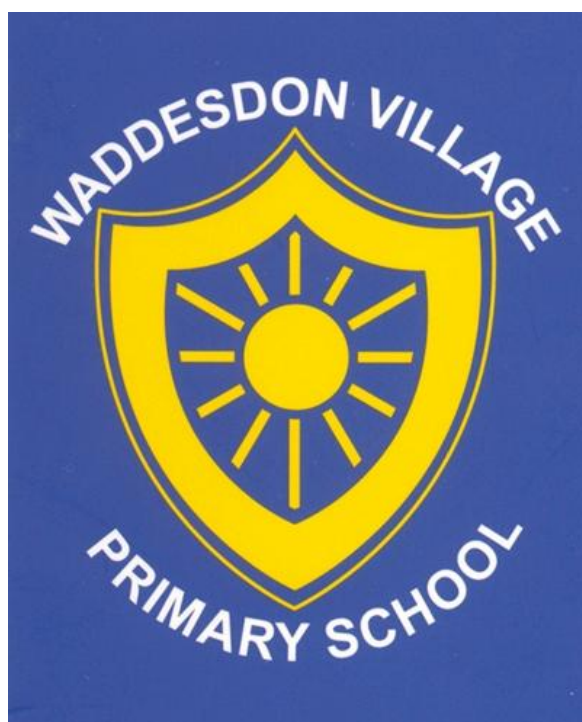


Emergency Closure Procedures

Waddesdon Village Primary School – a *Pathway to Excellence*



Approved by:	Laura Forchione	Date: October 2026
Last reviewed on:	October 2026	
Next review due by:	October 2028	

At school, we are aware that the timings of our decisions to close the school are critical for parents and carers, trying to get their children to school and then get to work. Following heavy overnight snowfall, we always try and take the judgment on school closure as early as possible in the morning. We aim to make this decision early enough for parents/carers to make alternative plans for childcare or, if there is a heavy snow fall during the day, with enough notice as possible for parents/carers or an alternate to pick up. Whatever the time of day, please be assured that the decision to close the school is taken after considering many factors, particularly the health and safety of our children and staff, and is not taken lightly.

Our key objective during the worst weather conditions is to open school on a site that is safe and adequately staffed. When we experience ice or snow our first priority is to assess whether we can make the site safe enough for adults and children.

Although we keep up-to-date with forecasts and weather warnings, some snow and ice conditions can be quite localised. What appears to be 'slushy' snow at school can be compacted very quickly on frozen ground when children are walking on it, or there may be severe snow around school but little where you live.

When there is a possibility that school may not be able to open we will assess the following criteria:

- Can the site be made safe for children, parents and staff?
- Will we have sufficient staff to meet safe and appropriate adult:child ratios?
- Can we provide meals at lunchtime?
- Are external agencies e.g. Local Authority advising against travel?

When we are confident we have an adequate number of staff and accessibility to school is safe, we will open.

Snowfall Overnight

a) School Closure

Heavy snowfall overnight may result in access to the school being restricted or may stop children, parents/carers and staff from getting to school safely. If these conditions apply, the following steps will be taken:

- The Headteacher will evaluate the prevailing conditions at the school site and in the area.
- Staff will contact the Headteacher as early as possible, but before 7am to advise of their capability of getting to work safely.
- If access to the school is regarded as too dangerous or there would be too few staff to teach the children, the Headteacher and Chair of Governors will take the decision to close the school. **We aim to make this decision as soon as possible – preferably by 7.15am.**
- The school will communicate what is happening to parents via Parentmail and text message.
- Our school website (www.waddesdonprimary.com) will be updated with information regarding the school closure.
- The Headteacher will then register the school closure with Bucks Schoolsweb (<https://closures.buckinghamshire.gov.uk/check-if-your-school-is-closed/>) and information will be posted automatically on the **Buckinghamshire Council Schools - Emergency Closures page** and trigger contact with Greatest Hits Radio (96.2 FM).

Fortunately, snow days in our area are rare and, because of this, are days that many families cherish. However, the remote-learning option is made possible because of the groundwork laid over the past couple of years. We are now prepared for and have become accustomed to switching to remote learning.

If the school is closed, we will offer remote learning provision as set out in our Remote Learning Policy.

b) Delayed opening

In the event that poor local road conditions result in pupils or staff taking a longer time to arrive at school, the Headteacher and Chair of Governors may decide to open the school later or extend the time for registration so that everyone can get to school safely. If the decision for opening later is agreed, following steps will be taken:

- The school will communicate what is happening to parents via Parentmail and text message **by 7.45am**.
- Our school website (www.waddesdonprimary.com) will be updated with information regarding the delayed opening.
- The school status will be updated on our own website (www.waddesdonprimary.com).
- The Headteacher will register the delayed opening of the school with Bucks Schoolsweb. This information will be posted automatically on the Buckinghamshire Council Schools - [Emergency Closures page](#) and trigger contact with Greatest Hits Radio (96.2 FM).
- If the school is not forced to close, then normal pick up and collection arrangements will apply at 3:20pm for all pupils.

c) Heavy Snowfall at Rush Hour

If there is heavy snowfall during the rush hour period when pupils, parents/carers and staff are travelling to school, and teachers have registered their delayed arrival with the school, then the following procedures will be followed:

- The Headteacher and the Chair of Governors may decide to close the school or delay opening, in which case the respective procedures given above will apply.
- If it is decided that the school will open, it will be left to the best judgement of parents and carers to decide for themselves if it is safe for them and their child(ren) to attempt to make the journey to school, even if it means a late arrival.

d) Snowfall during the School Day

In extreme circumstances, when adverse weather is predicted or breaks out during the school day, a decision may be made to close the school with immediate effect. The decision to close the school during a working day is not taken lightly but the overriding principle is the safety of pupils and staff.

Where a decision is taken to close the school day, parents will be informed in the usual way by Parentmail and by the school website.

Parents and carers will be expected to make arrangements for their children to be collected as soon as possible.

The following procedures will be followed:

- Parents will be contacted by text and/or Parentmail by the school. The school status will be updated on our own website (www.waddesdonprimary.com).

- Staff will remain on site to supervise the children with an acceptable ratio of staff to pupils until all the children are collected.
- Parents and carers of children attending After School Club will be contacted by text and/or Parentmail to advise of early closure of the school.
- The Headteacher will register the school closure with Bucks Schoolsweb. This information will be posted automatically on the Buckinghamshire Council Schools - [Emergency Closures page](#) and trigger contact with Greatest Hits Radio (96.2 FM).