Holmer Green First School and Pre-School
Severe Weather Guidance

At Holmer Green First School and Pre-School we are totally committed to providing our children with their full educational entitlement and it is our intention to make every effort to keep the school open throughout inclement weather. Consequently, the decision to close the school will usually be made on the morning of the day in question.

In order for the school to operate safely there needs to be sufficient staff to care for the children and the school can only open if a minimum of 10 staff (including the Headteacher or Deputy Headteacher as DSL) for the school and the appropriate number of staff for the Pre-School ratio. The Governors have agreed that if teachers are unable to get safely to school then support staff will be able to supervise classes. All school staff understand that it is still a working day and are expected to complete paperwork and administrative tasks at home.

Before closing the school, the Headteacher discusses this decision with the Chair of Governors and the following options are considered:

- Open the school as normal.
- Open the school later e.g. 10:30 am.
- Open the school but not breakfast club/afterschool club.
- Close the school.

If the decision is to close the school, staff and parents will be notified using all of the following methods:

- Posting a message on the school closures section of Schoolsweb, which is then broadcast on local radio stations.
- Emailing parents.

If children do not attend school due to severe weather conditions when the school is open, these absences will be recorded as authorised absences (code c).

Closing the School During the Day

If weather conditions deteriorate during the school day to the point where the Headteacher considers that children and staff face unsafe journeys home then she will contact the Chair of Governors to discuss closing the school. If it is agreed to close the school, then parents will be informed of when they should come and collect their children using the methods listed above.

December 2025