

Hoo St Werburgh
Primary School

&

The
Marlborough



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The Marlborough

Snow and Severe Weather Procedure

January 2026

Signatories

Head of School	Mrs L Boffa	
Executive Head	Mrs E Poad	
Chair of Governors	Mrs A Costidell	

Members of Staff Responsible:

Mrs L Boffa	Head of School
Mrs L Banks	Deputy Head of School

Review

Dated	January 2026
Next Review	3 Years – July 2029

This policy sets out how the school will prepare for, respond to, and communicate about severe weather (e.g., snow/ice, flooding, high winds/storms, extreme heat, dense fog). Our priorities are:

1. **Safeguarding and wellbeing of pupils and staff**
2. **Safe operation of the site**
3. **Continuity of learning**, proportionate to risk and circumstances

The decision to close the school will be in liaison with the Executive Headteacher and the Trust, who will take account of the safety of all our pupils and staff, some of whom travel a great distance to school each day. We will always aim to open the school in the event of bad weather, if it is safe to do so. Variants of the school day may include: delayed opening, partial opening (e.g. key year groups), early closure or full closure.

If the school is open in snow or severe weather, the decision as to whether to send a pupil to school; however, must be at the discretion of the parents, considering factors such as local road conditions and the availability of child-care.

If the school **cannot operate safely**, the Head of school may enact closure.

In event of bad weather, parents should check whether the school is open before travelling to the site. There are several ways to confirm whether the school is open or closed.

- <http://www.hoo-st-werburgh.medway.sch.uk/>
- Check the e-mail address attached to your Arbor account, as we will update parents through Arbor.
- Check the school Facebook page.

The Head of school will aim to decide and announce status **by 07:00** for morning operations and **by 12:00** for afternoon changes.

If the school does open, but extreme weather develops during the day, we will aim to remain open until the end of the normal school day at 3.15pm. However, this is not always possible when roads are becoming dangerous. In which case, parents will be contacted via Arbor and asked to collect their children as soon as possible.

Under these conditions we will take verbal permission for their child/children to be collected by a nominated adult. Normal lessons may be curtailed and the remaining pupils assembled in groups under the supervision of authorised members of staff to await collection.

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

Safeguarding & Pastoral

- DSL availability: A DSL (or deputy) will be contactable during any partial or full closure – please email any safeguarding concerns to: office@hoo-st-werburgh.medway.sch.uk
- Vulnerable pupils: Staff will proactively check in with families identified as needing support.
- First aid & medication: Maintain access and records; if relocating classes, ensure emergency medications move with pupils.

Equality & Inclusion Statement

The school will make reasonable adjustments to ensure pupils with SEND, medical needs, or other vulnerabilities can access learning and remain safe during severe weather. Decisions will be taken case-by-case and communicated to families.