



ADVERSE WEATHER POLICY

2026 - 2027

DRAFT SUBJECT TO COMMITTEE APPROVAL

Document Type:	Colleague Responsible:	Date:	Next Review:
School	Headteacher	September 2026	September 2027
Approved By Finance, Audit, Risk and Health and Safety Committee			

Summary

The school is located in a rural area linked by many narrow country roads, staff travel a wide geographical commute, and these factors are considered in any decision to close. If snow is heavy or drifting, then the school will make the decision to close to avoid unnecessary and potentially dangerous journeys. It is always difficult to predict how weather may turn, and my priority as Headteacher is to ensure that a decision is made as early as possible based on local reports and weather forecasts. This is not always accurate, and weather may change for better or worse, but it is an important decision to make to avoid making a wasted or dangerous journey to the school for students, parents and staff.

Early notification is our priority, and parents at the school know from past occurrences that we will always do our best to stay open.

There will be occasions where the school will need to close and a message will go out on Heart Radio, Radio Kent; our website – wrothamschool.com; our WhatsApp Channel and our open/closed status will be updated on kentclosures.co.uk.

In addition to this, we will use our text messaging service to inform the “No.1 Parental Contact” of any school closure.

Wherever possible the school will try to inform parents of this decision the night before.

The decision to close or restrict attendance should be taken by the Headteacher of the school or in their absence by the most senior member of the teaching staff available and after the completion of a suitable and sufficient risk assessment.

The following will be considered:

- Are the school buildings accessible and safe to be accessed?
- Are key pedestrian routes on the school grounds passable?
- Is there means to clear these routes e.g. salt/grit?
- Can priority be made in respect to slopes, steps or ramps or can these areas be restricted from use?
- Can the Headteacher ensure enough teaching and/or supervisory staff to operate safely?

The emphasis would be to operate safely, not whether a full or normal curriculum could be followed.

Wrotham School Adverse Weather Policy

There are no supervisor ratios for non-teaching periods. Internal management should decide staffing numbers depending on risk and considering the type of pupils (age, behaviour, disabilities) and the type of activity they are doing.

- Is the school appropriately heated?
- Are electric heaters operating?
- Are water systems working appropriately?

Is it possible to restrict outside play to limit the snow/ice becoming compacted and therefore more dangerous.

Wrotham School Adverse Weather Policy - School Closure

Once the Risk Assessment (RA) has been completed by the Headteacher (HT) and a decision has been made to close she will register the school 'closed' on this site and then the radio stations will take the information from there.

To register the school closed:

- www.kentclosures.co.uk
- Management, Site, Local Area Assessment Team
- Laura Abbott (Headteacher)
- Nigel Newman (FC)
- Steve Shearman (Site)
- Subi Seebaruth (Site)

If the school cannot get online on the morning of severe snow/ice, the HT can call the Area Education Officer (AEO) or Area Schools Organisation Officer (ASOO) and they will note the necessary details and complete the online information for you.