



Radnor House
— TWICKENHAM —

Adverse Weather and Procedures Policy
Radnor House Prep School

Published: September 2023

Reviewed: August 2025

Adverse Weather Policy

1) General Statement of Intent

1.1. The aims of this policy are to:

- Ensure that the school remains open during adverse weather conditions, when possible, providing this can be done safely that does not affect the school's users.
- Ensure that the decision to close the school is understood by and communicated to pupils, staff, parents and guardians.
- Keep to a minimum the amount of time the school is closed during adverse conditions.

2) Reasons for Closure

2.1. It may be necessary to close the school during extreme weather conditions for a variety of reasons including:

- Conditions on the site (school site, site entrances, on site roadways and the car park) are considered unsafe for the users (pupils, staff, visitors and parents)
- Insufficient staff arrive at work for the school to operate safely
- Severe weather including snow, flooding or storms
- Accommodation and utility problems for example loss of power supply, heating failures
- Advice from Police or Fire Authorities

3) Decision to Close

3.1. The decision to close the school before or during the school day will rest with the Head or, in their absence, the Deputy Head and in consultation with the Facilities manager.

3.2. The decision to close will be made where possible by 7.00am, on the basis of information from:

- Media about the weather, condition of local roads, paths and public transport
- Met Office
- Local Authority

3.3. The final decision on whether the school proposed closure will extended should be made with Dukes Education – referring to escalation procedures.

4) Alternatives to Closure

4.1. It is sometimes appropriate to amend the opening hours of the school rather than close the school, e.g. opening later in the day or shortening the day. This should always be considered as an alternative to closure.

5) Notification of school closure before a school day

5.1. If a decision to close has been made before the school day, announcements will be made via:

- School website
- Message on school answerphone/main switchboard
- Email announcement and message sent via Parent Portal to parent's mobile phones
- Social media posts on school pages

6) Notification of school closure during a school day

6.1. In exceptional circumstances, the school may unfortunately have to close during a school day when the weather deteriorates and there is doubt as to whether pupils can be returned home later in the day.

6.2. The school will use the school communication texting service to contact parents/guardians and uses the school website, Parent Portal and social media to inform of early closure.

6.3. Pupils who have no access to home will remain in school and arrangements will be made to ensure the safety and security of these pupils with the school until either collected or until parents contact the school with alternative arrangements.

6.4. If the weather deteriorates during the day, parents themselves may wish to collect pupils earlier than the official end of the school day. Parents must notify the school office number of their intention to collect a pupil, and report to the School Office on arrival.

7) Staff Attendance

7.1. It is recognised that severe weather conditions can make it difficult for some staff to get to and from the school; however the expectation is that staff will make every effort to present themselves at school unless advised to the contrary by the Head.

7.2. If staff cannot get to school, they are expected to complete administrative tasks and set pupil work as required during the working day.

8) Clearance of Snow

8.1. The Facilities Manager will be tasked to lay salt and grit on arrival to ensure that the car parks, driveways and pathways are safe.

8.2. If the risk to pupils and staff safety around the school site is increased during a day, then they will be restricted to indoors areas. At the Head's discretion the playground/school grounds may be out of bounds at the beginning, break times and end of the school day.

8.3. Pedestrians to the school site are advised to stay on the pathways which, wherever practically possible, will be cleared and gritted.

8.4. The Head must ensure a Risk Assessment is in place in advance which covers the hazards associated with snow and ice on their premises.

8.5. The site team may attend the school over the closure period and a weekend where required to ensure any potential frozen pipes have not burst resulting in flooding.

9) School Transportation

9.1. The school will ensure that all bus and minibus services will be informed of the decision to close and we will endeavour to reschedule transport services.

9.2. It is the responsibility of the school bus company, Vectare, to consider whether it is safe to carry out the whole route or part of the route with the driver and if the decision is made to cancel or alter a route, the parents/guardians will be informed.

9.3. The external transport provider would need to consider whether it is safe to carry out the whole route or part of the route. If a decision is made to cancel or alter a route, the coach company informs the school, who will then inform the parents/guardians.

9.4. For those travelling by public bus or train, parents/guardians are advised to contact the local operator direct via their website or the National Rail Enquires to find out if services are running.

10) Setting Work for Pupils

10.1. The school will set work accordingly due to the closure of the school or inability of large numbers of pupils to attend due to the adverse weather conditions. This will be communicated electronically.

10.2. Work will be set on Showbie.

Radnor House Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential. In our school, the term 'staff', in the context of safeguarding, is inclusive of all staff and is also inclusive of pupils on placement, contractors, agency staff, volunteers and the proprietor.

10.3. Where the closure of the school is likely to be prolonged, appropriate work will be set for all pupils in the school. This will be communicated via the school website/school comms and can be found on Showbie.

11) Continued Closure

11.1. The decision for the school to remain closed will be reviewed by the Head daily, agreed and communicated as advised above.

Sasha Davies

25th August 2025