

HOMEFIELD PRIMARY SCHOOL & SSC

Aiming high together



(SEVERE WEATHER PROTOCOLS)

Statement and Procedures

Reviewer: D South

Date: December 2025

Next Update: December 2026



Severe Weather Protocols

Dear Parents/Carers,

Please see below our severe weather protocols.

Is the school likely to close?

If there is not a direction from West Sussex, then the Head Teacher will take the decision regarding opening the school once conditions are **known**, not simply forecast. We will make every reasonable effort to remain open, because:

- Parents/carers often need to get to work and some may be in specific frontline services i.e. police, ambulance, fire, hospital staff.
- Children are likely to be safer in a structured environment than some of the unstructured circumstances that may arise.

However, there are many factors which will be considered. For example:

- If a Red Weather warning is issued rather than an Amber warning, we will likely close the school
- One site may be able to open and one site may have to close. If you have children at both sites we ask that you make a decision around whether you send one child or both stay at home
- Is the site safe for all of its community?
- Are there enough staff able to get to the school to maintain health and safety?
- Is there sufficient heating, electricity etc.

Where can I find out more?

A clear decision will be made regarding the opening status hopefully by 7.30am. Parent/carers will be able to find this out by:

- Going to the school website – www.homefield-primary.co.uk
- Looking at the *Announcements* tab on the front page and if the school is closed it will state: **School is Closed.**
- MCAS or Text (please make sure you have registered your details – we can't be held responsible for changed numbers!)
- Checking our Facebook page.
- Listening to Local radio.
- Checking on the West Sussex County Council website.
- Please do **not** phone school - the phone will not be answered. This is because the phone lines may be needed for liaising with staff and any staff in school will be busy making arrangements for the day.

If conditions worsen significantly during the day children may be picked up early. The school will not close until the last child is collected – please do not call to ask if we are closing early – we will contact you, if required.

Cont/...

How can I help the school?

Parent/carers must note the following:

- We will be doing our best in uncertain, often complex and changing circumstances, please be positive in any communication you have with staff.
- It is entirely the parent/carers' responsibility to decide if it is safe for them to travel to school.
- Please **do not call** to ask if we are closing early as this will divert staff from other priorities – we will contact you, if required.
- Where parent/carers do keep their children at home for the day, they are asked to undertake one of the following:
 - Email to let us know: office@homefield-primary.co.uk or
 - Telephone the school between 9.30am. and 10.30am.
- If we are closed, we may send out a request via MCAS/Text for help in clearing paths at both sites etc. so that we can re-open as soon as possible.
- Children can access their learning online and complete homework tasks and online games.
- School may provide a limited service if it does open.
- Please provide your child with a packed lunch/snacks in case we can't open the kitchen.
- Normal lessons may be suspended for the day although the best possible learning activities will be secured with the staff available. This may mean mixed classes/year groups or children working in the hall.
- Please send your child into school in suitable warm and waterproof clothing. This should include a change of shoes or clothes (we are likely to go out and experience the snow!)



Diane South
Head Teacher

Premises Manager – Lower School – Mr B Lobb
Upper School – Mr B Miller