



Inspire Education Trust

Together we achieve, individually we grow

Inclement Weather Policy

Policy owner/responsible role: Head of Estates (Ben Tranter)

Date approved: Mar 2026

Next review due: March 2027

Senior Lead Review: Rob Darling

Audience relevance: Everyone

Document History

Version	Status	Date	Author	Summary Changes
V1	New Policy	May 2023	Ben Tranter	NEW
V2	Review	May 2024	Ben Tranter	Additional wording to 5.6 Teaching and other support staff
V3	New policy format	Feb 2026	Ben Tranter	New summarised policy format. 5.1 Specific time deadline added Additional wording Annex. A

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1 Purpose & Rationale

This policy sets out how the Trust prepares for and manages severe weather (snow, extreme heat, storms, floods and related utility failures) to protect the health, safety and welfare of pupils, staff, contractors and visitors. It ensures clear decision-making, timely communication, and sensible risk management to maintain safe operations and learning wherever reasonably practicable.

2 Scope

This policy applies to all Inspire Education Trust schools and covers all staff, pupils, volunteers, contractors, governors, visitors and parents/carers present on, or engaged with, Trust premises and activities.

3 Key Principles

- Prioritise the safety and wellbeing of the school community during inclement weather.
- Use proportionate, sensible risk management and dynamic assessment where conditions change.
- Define clear roles, responsibilities and lines of escalation for closure and continuity decisions.
- Maintain timely, multi-channel communications with staff, parents and stakeholders.
- Ensure critical site services (access, water, ventilation, heating/cooling) are monitored and maintained where safe to do so.

4 Roles & Responsibilities

4.1 CEO / Deputy CEO

- Provide final authorisation for full or partial closure of an academy.
- Inform the Local Authority of any closure decision.
- Instruct the Trust Communications & Brand Coordinator to update the website and social media when required.

4.2 Executive Headteacher / Deputy CEO (BC)

- Challenge and support Headteachers on preventative actions and closure decisions.
- Contact CEO/Deputy CEO for authorisation to close when required.
- Inform the Chair of the Local Governing Committee.

4.3 Headteacher

- Undertake advance consideration and, where necessary, individual risk assessments for staff/pupils with higher susceptibility to extreme temperatures.
- Confirm open/close decisions and communicate to SLT and staff.
- Ensure answerphones are updated and authorised radio stations and channels are notified.

- Communicate control and safety measures to staff following site review.

4.4 Head of Estates / Estates Manager

- Monitor local weather alerts and assess whether it is safe for site staff to work.
- Provide information, instruction, supervision and appropriate PPE.
- Ensure adequate labour and equipment for gritting, clearance and site safety.

4.5 Senior Premises Officer / Site Manager / Site Service Officers

- Act as snow monitors, checking and reporting ground conditions from 06:30 and hourly as required.
- Implement dynamic risk assessments and follow the snow-clearing risk assessment.
- Operate ventilation/extraction systems and maintain access to potable water and washroom facilities.

4.6 Teaching & Support Staff

- Follow operational guidance (e.g., reducing heat-generating activities during heatwaves).
- Use fans/AC where appropriate (avoid use above 35°C to prevent dehydration risk); ensure correct use of ventilation systems.
- Allow unrestricted access to toilets and drinking water; adjust activities and timetables as required.

4.7 Parents / Carers

- Follow school communications regarding opening/closure and collection arrangements.
- Provide appropriate clothing and items for weather (e.g., EYFS hats and sunscreen as per Annex guidance).

5 Procedures / How It Works

5.1 Normal Operations

- 1 Staff unable to travel must inform their line manager as soon as by 7am.
- 2 Leave may be used where appropriate; unpaid leave may be considered case-by-case.

5.2 Closure Before the School Day

- 1 Headteacher confirms closure following site assessment and consultation as required.
- 2 Essential staff (Headteachers, estates/site, admin, contractors) to report if safe to do so; others remain at home.
- 3 Communicate closure via school website, social media and local radio (Hits Radio; Coventry & Warwickshire; BBC WM).
- 4 Pupils arriving unaware of closure report to reception for advice.

5.3 Early Closure During the Day

- 1 Site teams report deteriorating conditions to Headteacher/SLT with recommendation to evacuate if necessary. This information must be passed through to EHT/ DCEO.

- 2 Office communicates early closure by phone/email as instructed by Headteacher.
- 3 Ensure safe travel arrangements for vulnerable/SEND pupils and known key-worker children.
- 4 For visiting schools and trips, inform the visiting Headteacher and coordinate safe return/early pick-up with coach providers as needed.

5.4 Weather-Specific Controls

A) Snow

- Hourly ground checks from 06:30; implement gritting and clearance plans.
- Deploy external contracted labour where needed; ensure staff work in pairs/teams.

B) Extreme Heat

- Reduce heat-generating activities; relocate classes to cooler rooms; avoid large gatherings.
- Relax dress codes (Amber: short sleeves/no blazers; Red: PE kit option); increase breaks and hydration.
- Open windows during cooler periods; close blinds/windows in peak heat to reduce heat ingress; use fans below 35°C.

C) Storms, Flooding and Other Events

- Avoid outdoor activities; curtail external works (e.g., grounds/maintenance).
- Follow emergency/evacuation plans if required.

6 Communication/Accessibility

- The policy is available on staffroom noticeboards, individual school websites, the Trust website, Governor Hub, and School SharePoint resources.
- Closure and critical updates are communicated via website, social media, answerphone messages and approved local radio stations.

7 Monitoring & Review

- Headteachers and site teams monitor conditions dynamically and record significant actions/decisions.
- The Trust reviews this policy at least annually and after significant incidents to incorporate learning.

8 Linked Policies & References

- Clearing Snow Risk Assessment
- Health & Safety Policy
- Legionella Policy
- Emergency/Fire Procedure
- Accidents and Accident Reporting
- Lone Working
- Critical Incident, Disaster Recovery and Occupant Emergency Plan
- EYFS Sun Protection guidance (Annex)

9 Summary for Parents

What happens if the weather is severe?

If we decide it is not safe to open, we will notify you via the school website, social media, local radio and our phone system. If conditions worsen during the day, we may close early and will contact you about collection arrangements.

How should my child come to school in hot or cold weather?

Please ensure appropriate clothing for the conditions (e.g., coats and footwear for snow/ice; light layers and hats during hot weather). For EYFS, please provide a sun hat and sunscreen in line with school guidance.

Who do I contact if I have concerns?

Contact your school's main office in the first instance for general policy questions.

Annex A

In EYFS, children are encouraged to use outdoor spaces frequently; during summer months, measures are taken to protect them from harmful UV rays through education and protection.

Education:

- Teach sun safety (story/circle times).
- Inform parents of the Sun Protection approach and hydration expectations.
- Remind parents seasonally about sun exposure risks and prevention.

Protection:

Shade

- Pupils in EYFS, KS1 and KS2 are encouraged to use shaded areas during periods of strong sun.
- Staff ensure sufficient shade is available during outdoor activities, including break and lunchtime.
- When UV levels are particularly high, pupils may continue planned activities indoors or in shaded outdoor spaces.

Timetabling

- For **all year groups**, outdoor time may be limited or adapted during exceptionally hot or sunny conditions.
- KS1 and KS2 pupils, who may be outdoors for up to 1 hour 20 minutes daily at break and lunch, will be reminded to seek shade and avoid continuous sun exposure during peak UV periods.
- Indoor alternatives or reduced outdoor periods may be implemented if required for health and safety.

Clothing

- All pupils (EYFS–KS2) should wear hats that cover the ears, face and neck when the sun is strong.
- Sunglasses may be worn, provided they are safe for play and do not cause obstruction or damage risk.
- Parents are encouraged to ensure pupils wear light, comfortable clothing appropriate for warm weather.

Hydration

- **Reception:** Water bottles are provided in school and refilled regularly.
- **Nursery:** Pupils have free access to a water station throughout the day.
- **KS1 and KS2:** Pupils should bring named water bottles each day, and staff will encourage regular drinking, particularly before and after outdoor play.
- All pupils are reminded to drink frequently during warm weather.

Sun cream

- Parents are asked to apply SPF 50 sunscreen before arrival at school; 'once-a-day' products are strongly encouraged.
- Pupils may bring in named sunscreen for supervised self-application throughout the day

where necessary.

- Staff will oversee re-application for younger pupils where appropriate, in line with safeguarding and health protocols.

Annex B

Letter Template

Dear Parents/Carers,

Now that summer is here at last, I am writing to tell you about our sun protection procedures. Children's skin is sensitive and it is important for us to help children care for their skin and avoid damage which might lead to problems in later life. We shall therefore:

- discuss sun protection with all pupils
- encourage all children to wear a hat when they play outside
- ensure that pupils are protected by sunscreen by checking that pupils apply sunscreen for themselves or by applying sunscreen for those pupils who need help.

Please could you help by:

- applying a long-lasting and water-resistant sunscreen (SPF 50) in the morning before they arrive at school, on days where there may be risk of high UV rays.
- provide your child with a named sun hat that can be worn when the children play outside.
- sending a supply of sunscreen (SPF 50) clearly labelled with your child's name so that the sunscreen can be used in school as needed. This is only needed for the children that are at school all day.

Please complete the permission slip below and return to school only if you wish to provide sunscreen for self-application by your child. Please advise school if your child has any allergies or skin sensitivities.

Yours sincerely,

Sarah Ashworth
Inspire EYFS Leader

Reply Slip: -----

Name of child _____

I will provide my child with sunscreen (SPF 50) clearly labelled with his/her name.

I give my permission for my child to self-apply sunscreen under the supervision of an adult. I will provide my child with a suitable sun hat clearly labelled with his/her name.

Name of parent _____

Signed _____ Date _____

Written by: Ben Tranter May 2023
Reviewed by: Ben Tranter February 2026
Senior Lead Review: Rob Darling February 2026
Next Review Date: March 2027
Approved by Directors: 2 March 2026

Signed:



Lois Whitehouse
CEO



Jane Durkin
Chair of Finance