



Deighton Gates Primary School

Adverse Weather Plan

Updated: January 2026

Purpose & Scope

This plan sets out how Deighton Gates Primary School will manage operations during periods of severe snow and/or ice to keep pupils and staff safe while maintaining educational continuity wherever possible.

Decision to Open/Close

The school will aim to remain open provided the site is safe to access, sufficient staff can arrive safely to supervise pupils, meals can be provided (including a cold alternative if necessary), and a member of the leadership team is on site.

- Decision timing: We aim to make and communicate a decision by 8:00am; in exceptional circumstances this may be communicated the evening before.
- Alternatives to full closure may include: a delayed start, early finish, or access for a restricted group of pupils.

Communications

If closure or partial opening is required, the school will:

- Log the closure with Leeds City Council, which triggers notifications to local radio and news outlets (Full closure).
- Send a text via the school messaging system (Teachers2parents) to parents/carers.
- Update the banner on the school website homepage.
- Ask parents/carers to read official messages directly rather than relying on verbal relays, as arrangements may be specific and change day-to-day.

Site Safety & Access

When the site is snowy or icy, a limited number of designated access routes will be identified, kept clear and gritted by the Site Superintendent. Thick snow may not be cleared where compacted snow is deemed safer than cleared routes that may refreeze. Where possible, compacted snow will be cleared by shovel and ice will be gritted.

Staffing Priorities

On days affected by adverse weather, the senior member of staff on site will allocate staffing irrespective of normal responsibilities. Priorities (in order) are:

- Safe supervision of pupils.
- Continuity of education; where this is not possible, age-appropriate alternative activities will be provided.

Pupil Arrangements & Outdoor Play

Outdoor playtimes may proceed if deemed safe by the senior member of staff on site in consultation with the Site Manager, and where pupils have suitable clothing. Parents/carers should provide a change of clothes/shoes (including socks) so children do not remain in wet clothing.

Meals Provision

Meals will be offered; a cold alternative may be provided if kitchen operations are affected.

Partial Opening Options

Depending on conditions, the school may open with a delayed start or for restricted groups, communicated via text and the website. Children should only arrive at the time specified for opening.

During-day Deterioration & Early Closure

If weather conditions deteriorate during the day, parents/carers will be notified by text to arrange urgent collection. All children must be collected within one hour of the notification. Parents/carers are encouraged to make contingency plans with friends/family in advance to ensure safe collection should travel be difficult.

Brook Babes

In the event that Brook Babes is unable to open due to snow conditions, they will communicate directly with parents/carers.

Roles & Responsibilities

- Headteacher: Final decision to open/close; ensures overall safety of the school community; oversees communications.
- Senior member of staff on site: Allocates staffing to ensure safe supervision and educational continuity.
- Site Superintendent: Assesses and maintains designated access routes, gritting and snow clearance.
- Office team: Issues text messages, updates website banner, logs closure with Leeds City Council.

Parent/Carer Summary (Key Points)

- We aim to decide by 8:00am; look out for a text and the website banner.
- If closed, this will also appear on local radio/news via Leeds City Council.
- Possible adjustments: delayed start, early finish, restricted opening.
- Send children with suitable winter clothing and a spare set of clothes/socks.
- If conditions worsen, be prepared to collect within one hour of a text notification.
- Brook Babes will contact you directly if they are unable to open.