



Extreme & Outdoor Weather Policy & Procedure

This policy sets out how the school will make decisions and communicate with staff and parents during extreme or outdoor weather conditions. It aims to support pupil welfare, staff safety, clear communication and proportionate risk management.

Reviewed By: Tina Hobday

Reviewed on: September 2026

Next review: September 2028

Related Documents: Early Years & Lower School Handbooks, Outdoor Education Handbook, Risk Assessment Policy

Endorsement

Full endorsement is given to this policy by:

Name: Claire Barlow

Position: Chair of Care and Compliance Committee

Date: September 2026

Bad Weather

Decision-making will be proportionate to the conditions and informed by available weather forecasts, site conditions, transport risks, staffing levels and pupil welfare. The School Leadership Team is responsible for decisions about full or partial school closure. The Woodland Teacher is responsible for adapting or relocating woodland provision in line with the procedure below.

In bad weather conditions, such as heavy snow, un-driveable roads or other dangerous circumstances, the School Leadership Team may decide to fully or partially close the school. A full closure means that pupils should not attend school and teachers will not be on site. A partial closure means that some teachers will be on site to supervise pupils where this has been confirmed by the school.

Staff must inform the Teaching and Learning Lead at the earliest opportunity if they know they will not be able to travel to school. The Teaching and Learning Lead will maintain oversight of staff availability and liaise with the School Leadership Team about whether full or partial closure may be required.

Parents can find information about closures in the following ways:

- A message will be distributed by email;
- Where possible, a message will be distributed by the class representatives;
- Tune in to BBC Radio Cambridgeshire in the morning (95.7 FM, 96 FM, or DAB) or HEART FM for an

announcement of school closures;

- Where possible, a message will be displayed on the school website;
- Where possible there may also be a message on the school answerphone.

During the winter months, the School will remind parents about the procedure e.g. via the newsletter.

If the school closes during the school day, parents and carers will be contacted using the usual school communication channels and asked to collect their child as soon as it is safe and practicable to do so. Children will remain supervised until they are collected.

Outdoor Weather Policy for Woodland Days

Children go outside in a range of weather conditions, including rain and cold weather, provided it is safe and appropriate to do so. Kindergarten children should bring waterproof clothing to school each day.

Parents should ensure that their child or children are appropriately dressed and prepared for outdoor provision on woodland days. This should include:

- Long trousers and long sleeves;
- A labelled, waterproof rucksack with a buckle at the front;
- A set of spare clothes (very important for new, younger children);
- Strong, warm waterproof walking boots (not wellingtons);
- Waterproof trousers and jacket (dungarees are more difficult for toileting, but OK);
- Scarf, hat and waterproof gloves for colder days;
- Warm (preferably wool) layers on the body and legs, woollen socks, and a winter coat during colder months;
- A bottle with water (about half a litre) or thermal flask with warm tea in winter months;
- Sun hats in the summer (sun cream must be applied by the parents).

In hot or sunny weather, staff will take reasonable steps to reduce risk, including ensuring access to drinking water, using shade where available, adapting the length or intensity of outdoor activity, and reminding parents that sun cream should be applied before school where needed.

Clothing should allow comfortable and free play, inside and outside. Several layers are best, as layers can easily be taken off or put on. Natural materials like wool or silk help keep children warm even if they get a little damp.

If the temperature falls below -4 degrees Celsius, or if winds exceed 35 mph and/or gusts reach 50 mph, we will implement the Woodland Inclement Weather Procedure below and the woodland day will move to the school.

Woodland Inclement Weather Procedure

Where weather conditions may affect pupil or staff safety, staff should consider the relevant risk assessment and adapt the activity, location or timing as needed. Any significant concerns or incidents should be reported through the school's usual procedures.

1. The Teacher is responsible for checking the weather forecast before going to the woodland. If the forecast is -4 degrees Celsius or below, or winds exceed 35 mph and/or gusts reach 50 mph, children will not go to the woodland for a whole morning.
2. In cold weather, the woodland day will either move to the school, or children will stay outside for a shorter length of time and come back from the woodland early to have lunch indoors.
3. In high winds, the woodland day will either move to the school, or children might stay on open fields and the playground for part of the morning and come back from the woodland early to have lunch

indoors.

4. The Woodland Teacher is responsible for deciding how the day will be structured in either case.
5. If children are in the woods and the weather unexpectedly changes, the default plan will be to leave the woods.