



Policy Area:	Snow and Bad Weather Policy		
Date:	December 2016	Policy code:	S6
Last reviewed:	January 2023	Reviewed by:	Abigail Eynon
Next review:	January 2024	<i>(For all review dates see end of document)</i>	

Cardiff Montessori will always endeavour to remain open and operational in all circumstances. The decision to close the school will never be taken lightly and would only be considered in exceptional circumstances after consideration of the points below:

1. Is the staff: pupil ratio sufficient to ensure the health and safety of all pupils?
2. Is the route to school safe for pupils, parents, staff and visitors?
3. Is further bad weather forecast?

If the decision is made to close the school before the start of the school day we will:

- Email you at or shortly after 7:30am (where possible we will do this by 7am)
- Post a message on our website, send out an alert via any messaging services in operation, and Facebook page by 7:30am

If the school has to be closed during the school day, we will:

- Email you as soon as possible and send out an alert via any messaging service in operation.
- Staff will then proceed to start calling parents to ensure the message has been received.

Please ensure the contact number on your child’s records is up to date and that you have arrangements in place for emergency collection of your child if you would be unable to leave work.

Review of policy dates:

Date of review	Reviewed by	Notes
01/2018	Esma Izzidien	
01/2019	Esma Izzidien	
01/2020	Esma Izzidien	
01/2021	Esma Izzidien	
01/2022	Esma Izzidien	
01/2023	Abigail Eynon	