



ADVERSE WEATHER POLICY FOR STAFF

1. Introduction

- 1.1. In the event of adverse weather or hazardous travelling conditions every effort will be made to keep the School open at all times.
- 1.2. The School recognises that conditions may prevent staff and pupils from travelling to school and whilst there is an expectation that staff and pupils should make every reasonable effort to attend, personal health and safety should not be compromised as localised conditions may vary across our extensive catchment area.
- 1.3. In the event of adverse weather, Reception will be available between 8.00 am and 7.30 pm during term time (with the help of resident staff). Outside of term time, Reception is available from 9.00 am to 4.00 pm and if required, telephone calls will be diverted to ensure a member of staff is always available during office hours to answer calls.
- 1.4. Procedure for overnight bad weather:

The Head will assess the weather conditions before 7.00 am. In response, the Head's PA will send out a message via the School's text messaging system, **Clarion Call**, to all parents and staff. In addition, staff will be sent an email as back up for those staff residing in areas where mobile signals are poor. A message will also be added to the School's website and Instagram account. The Bursar will contact the school mini bus drivers to inform them of the School's position for the following 24 hours.

2. General Advice

- 2.1. The decision to send a pupil to school in adverse weather conditions lies with parents.
- 2.2. On arrival, pupils must register as normal with their teachers or report to Reception to register their presence on-site.
- 2.3. Should weather conditions deteriorate during the day and it becomes necessary for pupils to leave school early, all parents will be notified by **Clarion Call**, by 1.00 pm or earlier if deemed appropriate by the Head. This system enables the School to communicate with all parents and staff, keeping them informed during emergencies or advising of any last minute changes. It is therefore imperative that parents and staff provide the School with an up-to-date mobile phone number or alternative emergency contact details.
- 2.4. Amendments or changes to the normal school timetable will be notified via **Clarion Call** and/or the School's website and Instagram account.
- 2.5. Messages used by the School have been similar to the following:

"SCHOOL CLOSED due to..... Further messages will be posted throughout the course of the day. Full information on website NEWS."

“SCHOOL OPEN. The decision to travel, or not, must be made by you, dependent upon your local weather and road conditions. Full information on website NEWS.”

3. Policy for Staff

- 3.1 The School recognises that adverse weather conditions can prevent employees from reaching their normal place of employment. All employees are expected to make every reasonable effort to attend for work, but without taking undue risks and compromising their health and safety.
- 3.2 If appropriate, a **Clarion** message and/or email will be sent to staff to arrange a meeting for all staff and support staff representatives at 8.00 am in the Staff Room. At this meeting, the Head, Deputy Head or a member of the SLT, will outline the situation and the plan of action. Further meetings will be arranged as necessary.
- 3.3 **Academic Staff** who are unable to travel into School must inform the Head or Deputy Head by 7.45 am or as soon as reasonably possible upon review of local weather conditions.
- 3.4 **Academic work for pupils:** In the event of bad weather, staff must ensure that work is available for pupils on Google Classroom or email for Pre-prep pupils. Staff are expected to ensure that pupils have access to work. This should be done by 8.50 am each day. The Head will inform all academic staff when bad weather is expected and that this action needs to take place.
- 3.5 **Support Staff** must report to their Line Manager by 8.30 am with an update of their situation. Those staff members unable to contact their Line Manager must contact the School's Reception. This procedure must be followed for each day of absence to ensure that the Bursar is aware of staff availability throughout the period of bad weather.

The Bursar will liaise with the Catering Manager, Facilities Manager, Head of Grounds and Network Manager on a daily basis.

- 3.6 **School Transport:** The Operations Bursar will contact the school's mini bus drivers by 7.00 am to discuss driving conditions and potential risks. If deemed hazardous, the School buses will be cancelled and parents informed by **Clarion Call**.
- 3.7 **Catering:** The Bursar, having consulted across the School, will advise the Catering Manager no later than 9.45 am of the numbers expected for lunch on the day. Depending upon the duration of bad weather, catering deliveries may be affected and therefore given this and the limited food storage available the ability to provide meals may be restricted and parents and staff will be kept advised in this respect.
- 3.8 **Grounds Team:** The priority will be to clear snow and ice as quickly as possible and to make walkways safe. In order to achieve this, the Bursar will assume the role of making the School safe, with the help of the Facilities Manager as required. Resident staff will help wherever possible.

At the beginning of the autumn term, the Head of Grounds will ensure that sufficient salt and grit are in stock and snow shovels are available, if needed. The Head of Grounds will assess the condition of the grass areas and the All-Weather pitch and make every effort to get these usable as quickly as possible and liaise with the Director of Sport as necessary.
- 3.9 **First Aid:** The School Medical Room will be staffed provided Medical Staff are able to travel into School. If Medical Staff are not in school, a **Clarion** message will be sent out to advise parents and First Aiders will be assigned to support the School's medical needs.

4. **Absences**

- 4.1 When the School has made the decision to close the School, all staff will be paid as per their normal working day.
- 4.2 The School expects that Line Managers and Heads of Department have a plan for work that can be undertaken remotely from home, in these circumstances.
- 4.3 If the School has made the decision to open and a member of staff is unable to come in for any reason, then this will be deemed as Leave in Special Circumstances for domestic (including family and dependent) emergencies and the Domestic Incident Leave policy will be followed. This policy can be found on the School's Google Staff Shared Drive under HR

5. **Communication**

- 5.1 There is an expectation for staff to maintain regular communication with Heads of Departments/Line Managers and parents. Accessing school emails remotely will assist with keeping lines of communication open and staff should familiarise themselves with the correct procedure before the onset of bad weather.
- 5.2 The School will communicate with staff and parents primarily via **Clarion Call**. However, this will be supported with further information on the School's website and Instagram account. The School's email system may also be employed so that staff may check their accounts from home using the School's webmail access.
- 5.3 All staff have a responsibility to advise the School of changes to their contact details and to ensure mobile phones are switched on and thus able to receive **Clarion Call** text messages.

Person responsible for this policy : Operations Bursar

Date of review: October 2021

Next review date: September 2022