



ADVERSE WEATHER CONDITIONS Policy for Pupils

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 8.00am and 7.30pm as normal from Monday to Friday, during term-time. If required, telephone calls are 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 condition before 7.00am. 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. The Operations Bursar will contact the school mini bus drivers to inform them of the position. A message will also be added on the school website and on the school's social media accounts.

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 tutors 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, and added to the website and through social media accounts, by 1.00pm or earlier if necessary. 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 school's website.
- 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 PUPILS

- 3.1 Academic work for pupils - In the event of bad weather, teachers will ensure that work is available for pupils on the VLE.

Teachers will make it clear to all pupils that it is the school’s expectation that all work set this way should be completed. Teachers will check and give appropriate feedback on all work completed by pupils during these periods.

- 3.2 School Transport - The Operations Bursar will contact the minibus drivers at 7.00am to discuss driving conditions and potential risks. If deemed hazardous, the School buses will be cancelled and parents informed by Clarion Call.
- 3.3 First Aid - The school Medical Room will be staffed provided Medical Staff are able to make it into school. If Medical Staff are not in school, a Clarion message will be sent out to advise of this and First Aiders assigned to support the School’s medical needs.
- 3.4 Uniform – During adverse weather conditions, pupils attending School should wear normal school uniform and bring additional warm clothing including coats, waterproofs, hats, gloves and scarfs, with all items suitable named.

4. ABSENCES

- 4.1 If a decision has been made to close the school, all pupils will be marked accordingly on the school’s register (school closed due to adverse weather), and this will not have an impact on their attendance record.
- 4.2 If the school has made the decision to open, and pupils are unable to come in, parents must notify the school in the normal way.

5. COMMUNICATION

- 5.1 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 social media accounts. The school’s email system may also be employed so that staff may check their accounts from home using the school’s webmail access.
- 5.2 All staff and parents 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: The Head
Reviewed: September 2019
Next Review: September 2020