



## Adverse Weather Policy

THIS POLICY APPLIES TO THE MAIN SCHOOL, THE EARLY YEARS FOUNDATION STAGE  
AND THE PRE-PREPARATORY SCHOOL

### Introduction

1. In the event of adverse weather or hazardous travelling conditions the School will always endeavour to remain open. 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.
2. Should there be circumstances where the School is forced to close completely due to severe weather, parents and staff will be informed by Clarion Call as early as possible.
3. The School will communicate both with staff and parents primarily with Clarion Call. However, this will be supported with further information on the School's website.

### General Advice

1. The decision to send a pupil to School in adverse weather conditions lies with parents.
2. On arrival, pupils must report to Reception to register their presence on site.
3. Should weather conditions deteriorate during the day and it becomes necessary for pupils to leave the School early, parents will be notified by the School's Clarion Call messaging service.
4. In the event of closure, all pupils must report to Reception or the child's form teacher to register their departure.

### Policy for Staff

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.
2. Academic Staff who are unable to travel to School should inform the Headmaster's Secretary or in her absence, the Deputy Head by 8.30am and this procedure must be followed for each day of absence to ensure School is aware of staff availability
3. Support Staff who are unable to travel to School should inform the Bursar or the Deputy Head by 8.30am and this procedure must be followed for each day of absence to ensure School is aware of staff availability
4. The Receptionists should liaise with the Bursar or Deputy Head by 7.30am if they are unable to travel to work and this procedure must be followed for each day of absence to ensure School is aware of staff availability
5. All staff has a responsibility to advise the School of changes to their contact details and to ensure mobile phones are switched on and enabled to receive Clarion Call messages.
6. The Grounds staff will endeavour to clear snow and ice as quickly as possible and walkways are safe. At the beginning of the Autumn Term the Head of Grounds staff will ensure an ample supply of salt and grit are in stock.
7. There is an expectation for staff to maintain regular communication with Heads of Department/Line Managers.

**FULL Date of Policy: 25 January 2019**

Date of Policy Review: February 2020

Responsibility: RMA