



ADVERSE WEATHER POLICY

This policy refers to both Wellington Senior School and Wellington Prep School

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1.0 Our Approach

We recognise that our location and the location of many parents and staff means that in times of severe adverse weather (for the purposes of this policy this is predominantly snow) our pupils and staff may have difficulty accessing the Campus.

Our aim is that our culture, our values of resilience, collaboration and kindness, and our structure and ways of working enable all of our staff to work around these difficulties in a pragmatic and focussed way to continue to deliver excellent educational provision.

This policy is a guide and depending on the circumstances, we may decide it is not appropriate to follow some or all of this policy and the procedures in it.

2.0 INTRODUCTION

- 2.1 In the event of adverse weather or hazardous travelling conditions every effort will be made to keep the School open at all times.
- 2.2 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.
- 2.4 Where there is overnight bad weather the Headmaster together with the Leadership Team (LT) will assess the weather conditions before 7.00am. In the event that the decision is made to close the School will send an email to all parents and staff via the School's ISAMS service by 7.00am. In addition, a message will be published on the School website, Facebook and Twitter sites and the local BBC radio station will be informed. A pre-recorded message will also be activated on the School phone.
- 2.5 The Director of Operations and the Schools Transport Coordinator will also notify the relevant coach companies and School minibus drivers.

3.0 GENERAL ADVICE

- 3.1 Where the School remains open the decision to send a pupil to school in adverse weather conditions lies with parents.
- 3.2 On arrival, pupils must register as normal with their tutors or report to Reception to register their presence on site.
- 3.3 Should weather conditions deteriorate during the day and it becomes necessary for pupils to leave school early, all parents will be notified by e-mail as soon as possible and in any event by midday.
- 3.4 Where pupils are booked to travel home on School transport, parents will be notified as soon as practicable and, in any event at least one hour prior to the estimated time

of departure of the transport. This is to ensure that parents have sufficient time to make arrangements for pupils to be collected from drop-off points. It is therefore imperative that parents provide the School with an up-to-date mobile phone number or alternative emergency contact details.

- 3.5 Where the School is unable to contact the parent of a pupil due to travel home on School transport prior to the departure of the service, pupils will remain at School until such time as their parents can be contacted. Parents will then need to make arrangements to collect their child/children.
- 3.6 Any further amendments or changes to the normal school timetable will be notified via e-mail and/or the School's website.
- 3.7 Our teams will take all reasonable steps to ensure the Campus is a safe place to work or visit during severe weather conditions. The Campus team has a severe weather action plan in place detailing the actions that will be taken in the event of severe.
- 3.8 The IT department have robust IT provision to enable learning and business continuity and remote working where applicable.

4.0 POLICY FOR STAFF

- 4.1 The School recognises that adverse weather conditions can prevent staff from reaching their normal place of employment. We know all our staff will make all reasonable endeavours to come to work, but without taking undue risks and compromising their health and safety.
- 4.2 In the event that a severe weather warning is forecast staff should make plans in advance, this might include taking work and equipment home where practical, or arranging early or late cover with colleagues and with the agreement of their relevant Line Manager.
- 4.3 If appropriate, following a severe weather warning e-mail messages may be sent to staff to arrange planning meetings as required either in person or via Teams. At this meeting the Head, Deputy Heads or a member of the Leadership Team will outline the situation and the plan of action. Further meetings will be arranged as necessary.
- 4.4 Academic staff who are unable to make it in to work must inform the relevant Head, Deputy or Head of Department or Reception by 7.45am, or as soon as is practicable.
- 4.5 In the event of bad weather, staff must ensure that remote learning work is available for pupils. This should be done by 8.50am each day. The Heads of Department will inform all academic staff when bad weather is expected and that this action needs to take place. It is then the responsibility of teachers to make it clear to all their pupils that it is the School's expectation that all work set this way should be completed. Teachers should check and give appropriate feedback on all work completed by pupils during these periods.

- 4.6 Support staff must report to their Line Manager by 8.30am with an update of their situation. Staff who are unable to contact their Line Manager must contact the School's Reception. This procedure must be followed for each day of absence to ensure the relevant Management Team are aware of staff availability throughout the period of bad weather. The Director of Operations will liaise with the Catering Manager, IT Manager, Estates Co-ordinator and Transport Co-ordinator on a daily basis.
- 4.7 The Director of Operations will contact the School's Transport Co-ordinator and then call the School's transport providers in the evening to review the position including the latest forecasts and to discuss driving conditions and potential risks for the morning routes. If deemed hazardous the School minibuses will be cancelled and affected parents informed by telephone or email.
- 4.8 The Catering department will endeavour to have five days' food supply in store. The Deputy Head, Pastoral and/or the Director of Operations, having consulted across the whole school, will advise the Catering Manager no later than 9.45am, of the numbers expected for lunch on that day.
- 4.9 The Campus Team will endeavour to clear snow and ice as quickly as possible, and to make walkways safe and they will assess the condition of the grass areas and astro pitches, and make every effort to get these usable as quickly as possible.
- 4.10 The Domestic Services Manager will make a judgement on the day as to whether to delay start times until after 7.00am.
- 4.11 The School Medical Centre will be staffed provided Medical Staff are able to make it into School. If Medical Staff are not in school an e-mail message will be sent out to advise of this and First Aiders will be assigned by the Deputy Head (Pastoral) to support the School's medical needs.
- 4.12 Where reports of severe weather are publicised by the MET Office during the working day, the Leadership Team together with the Deputy Head (Pastoral) may approve staff to leave the workplace early subject to ensuring a plan is in place for all pupils (see 4.3, above).
- 4.13 Special consideration will be given to any member of staff who is pregnant or has a health condition or disability which would make it unreasonable for them to attempt to attend work during adverse weather. In these cases, they must inform the relevant Head, Deputy Head or Head of Department or Reception by 7.45am.

5.0 ABSENCES

- 5.1 When the School has made the decision to close the School, all staff will be paid as per their normal working day.
- 5.2 The School expects that, where possible, Line Managers and HOD's have a plan in place for work that can be undertaken remotely from home, in these circumstances.

- 5.3 If the School has made the decision to open, and a member of staff is unable to come in for any reason, if they are able to work or teach remotely they should liaise with their Head of Department or line manager to confirm. Any member of the team who cannot work remotely should contact their line manager and they will be advised to either take annual leave, undertake CPD or obtain further advice from the HR Department.

6.0 COMMUNICATION

- 6.1 There is an expectation for staff to maintain regular communication with Heads of Department/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.
- 6.2 The School will communicate with staff and parents primarily via e-mail and also provide further information on the School's website. However, where necessary, parents will be contacted by telephone on the emergency contact numbers which they have provided.
- 6.3 All staff have a responsibility to advise the School of changes to their contact details and to ensure that mobile phones are switched on to receive messages from the School.