



ADVERSE WEATHER POLICY

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

Head	Alex Battison
Author	Alex Kemp - Deputy Head (Pastoral) J L Talling – Director of Operations
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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 students and staff may have difficulty accessing the Campus.

Our aim is that our investment in developing outstanding relationships, based on our values of community and kindness, and our structure and ways of working enable all of our staff to work around these difficulties in a pragmatic and productive way to continue to deliver excellent educational provision and service to Wellington School parents.

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 students from travelling to school, and whilst there is an expectation that staff and students 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 Head, together with members of 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 Where there is overnight bad weather the Head, together with members of the Leadership Team (LT) and the Head of Boarding will assess and update the Boarding Teams and students in the Houses on the weather conditions. A plan will then be put in place by the Head of Boarding on lessons and activities for the students and will be reviewed daily.
- 2.6 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 student to school in adverse weather conditions lies with parents.
- 3.2 On arrival, students must register as normal with their tutors or report to Reception to register their presence on Campus.

- 3.3 Should weather conditions deteriorate during the day and it becomes necessary for students 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 students 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 students 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 student due to travel home on School transport prior to the departure of the service, students 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 Head of Boarding will be updated and with the Boarding Team decisions will be taken on the teaching/activities and management of the Boarders during this period.
- 3.9 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. These arrangements should be made 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 and Deputy Heads (or another 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 come into work must inform the Deputy Head (Pastoral) and their Head of Department by 7.45am, or as soon as is practicable. If the Deputy Head (Pastoral) or Head of Department cannot be reached, staff should phone Reception.

- 4.5 In the event of bad weather, staff must ensure that remote learning work is available for students. This should be done by 8.30am 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 students 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 students 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 Manager 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 by 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. 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 travel to 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, members of the Leadership Team may approve staff to leave the workplace early subject to ensuring a plan is in place for all students (see 4.3, above). This decision will be taken after consultation with the Head.
- 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 to communicate with students and their 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 External contractors will be informed by the Campus Office if they are to visit campus or not and work schedules rearranged.
- 6.3 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.
- 6.4 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.