



## **Adverse Weather Policy**

### **General Statement of Intent**

The aims of this policy are to:

- Ensure that the Academy remains open during adverse weather conditions, whenever practically possible, providing this can be done in a safe manner that does not affect the users of the school.
- Ensure that the decision to close the Academy is understood by and communicated to students, staff, parents and carers.
- Keep to a minimum the amount of time the Academy is closed during adverse conditions.

### **Reasons for Closure**

It may be necessary to close the Academy during extreme weather conditions for a variety of reasons including:

- Conditions on the site (Academy site, site entrances, on site roadways and the car park) are considered unsafe for the users (students, staff, visitors and parents)
- Insufficient staff arrive at work for the school to operate safely
- Severe weather including snow, flooding or storms
- Accommodation and utility problems, for example loss of power supply, heating failures
- Advice from Police or Fire Authorities

### **Decision to Close**

The decision to close the Academy before or during the school day will rest with the Principal or in their absence the Vice Principals, in consultation with the Premises team.

The decision to close will be made where possible by 6.45am, on the basis of information from:

- Media about the weather, condition of local roads, paths and public transport
- Met Office
- Local Authority

The final decision as to whether the Academy proposed closure will be made in conjunction with Senior Management referring to escalation procedures.

### **Alternatives to Closure**

It is sometimes appropriate to amend the opening hours of the Academy rather than close completely, e.g opening later in the day or shortening the day. This should always be considered as an alternative to closure.

## **Notification of Academy closure before a school day**

If a decision to close has been made before the school day, announcements will be made via:

- Academy website
- Message on answerphone/main switchboard
- E-mail announcement and message sent via In Touch or Edulink to parent's mobile phone
- Local radio announcements
- Notice on the entrance gates to the Academy

## **Notification of school closure during a school day**

In exceptional circumstances, the Academy may unfortunately have to close during a school day when the weather deteriorates and there is doubt as to whether students can be returned home later in the day.

- The Academy will use the school comms texting service to contact parents/carers, and use the school website to inform of early closure.
- Students who have no access to home will remain in school and arrangements will be made to ensure the safety and security of these students within the Academy until either collected or until parents contact the Academy with alternative arrangements.
- If the weather deteriorates during the day, parents themselves may wish to collect students earlier than the official end of the school day. Parents must notify the Academy of their intention to collect a student and report to the School Office on arrival.

## **Staff Attendance**

- It is recognised that severe weather conditions can make it difficult for some staff to get to and from the Academy; however, the expectation is that staff will make every reasonable effort to present themselves at school unless advised to the contrary by the Principal.
- If staff are unable to get in, they are expected to complete administrative tasks, and set student work as required, during the working day.
- Pastoral staff must make themselves available on Google Meet during the day.
- The Vice Principals and Senior Leadership Team will be responsible for the management of staff absence.
- The Vice Principals and Senior Leadership Team will be responsible for the management of students.

## **Clearance of Snow**

- The Premises team will be tasked to lay salt and grit on arrival to ensure that the car parks, driveways and pathways are safe.
- If the risk to students and staff safety around the Academy site is increased during the day then they will be restricted to indoor areas. At the Principal's discretion the playground/school grounds may be out of bounds at the beginning, break times and end of the Academy day.
- Pedestrians to the Academy site are advised to stay on the pathways which, wherever practically possible, will have been cleared and gritted. The on-site roadways and Academy car park will be cleared of snow or gritted.

- The school Incident and Continuity Planning Toolkit includes all emergency details needed to cover this type of business interruption in the running of the Academy.
- The Principal must ensure a Risk Assessment is in place in advance which covers the hazards associated with snow and ice on the premises.
- The Premises Team may attend the Academy over the closure period and a weekend where required to ensure any potential frozen pipes have not burst resulting in flooding.

### **Public Examinations**

- In the event that there is extreme weather during a public examination period, the exam session will go ahead if there are sufficient members of staff/invigilators present to comply with the regulations set by the examination boards.
- If the Academy has suffered a power or heating failure and/or the conditions are such that an attempt to get into school jeopardises the health and safety of the students and staff the exam session will not go ahead and the Academy will contact the appropriate examination board.
- The Academy will endeavour to contact all affected students in the event of a cancellation of a public examination, and the Academy website will be maintained with all emergency closure details or alternative arrangements. Any students unable to attend an exam session due to adverse weather conditions must contact the Academy at the earliest opportunity to inform them of the absence.

### **Setting Work for Pupils**

- The Academy will set work accordingly due to the closure of the Academy or inability of large numbers of students to attend due to the adverse weather conditions. This will be communicated electronically.
- The Vice Principals and Senior Leadership Team will be responsible for ensuring that Heads of Department and teachers set online work.
- In the unlikely event that staff are unable to set work, age-appropriate learning resources will be available to access via Google Classroom.
- Where the closure of the Academy is likely to be prolonged, appropriate work will be set for all students in the Academy. This will be communicated via the Academy website/school comms.

### **Continued Closure**

- The decision for the Academy to remain closed will be reviewed by the Principal on a daily basis, agreed and communicated as advised above.