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# SAINT NICHOLAS SCHOOL

## ADVERSE WEATHER POLICY

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*Note: This policy applies to all sections of the school including EYFS*

Reviewed January 2019

Review Date January 2021

### 1. INFORMING PARENTS AND STAFF

#### Website & Twitter announcements

The school will make announcements via the school's website and 'Twitter' account to advise whether the school is to be closed in poor weather conditions. A decision will be made as early as possible and generally by 6.30 am. If using the website to access the most up to date information, please remember to 'Refresh' the page in order to see the latest information.

### 2. SAFETY FIRST

It is advisable that parents consider their own and their children's safety if driving to or from school. If there are any doubts on this matter it is recommended that a cautionary approach is taken, especially for families who live in the far reaches of our catchment, or in isolated villages where road conditions can be dangerous. We ask that parents who drive to school take extra care when driving on the school grounds as the driveways can be icy.

#### 2.1 Informing the school of a child's absence

If you decide that it is too dangerous to travel it is necessary to contact the school office before 9:30 am. If you wish to get a message to school about your child's attendance, where possible please use the email address [office@saintnicholasschool.net](mailto:office@saintnicholasschool.net) rather than telephoning.

#### 2.2 Collecting pupils early

If you decide to collect pupils before the normal pick-up time please report to the main office so that your child can be signed out.

#### 2.3 Closures during the day

There are occasions when weather conditions can deteriorate during the day. If the school closes in the course of the day, all parents will be contacted by telephone, email and messages will also appear on the school website. Staff will look after all pupils until parents or guardians are able to pick them up or arrangements are made for them to go home.

#### 2.4 Clothing

Any pupil attending school during adverse weather conditions should wear and bring appropriate clothing. Warm coats, gloves and Wellington boots are recommended so, if possible, they can engage in outdoor activities.

### 3. THE SCHOOL DAY

On days where the school remains open but attendance is been disrupted by adverse weather it is likely that we will have reduced number of pupils in some classes. In these circumstances we will run as normal a timetable as possible however we may need to merge classes when staff numbers are reduced.

### 4. IN HOUSE PROCEDURES & PLANNING

- Staff who are unable to attend school should notify the Deputy Head as per normal procedures.
- A pathway will be cleared of snow to connect all buildings and to allow for safe walking.
- The steps to Hillingdon House, Swire House and Jubilee House will be cleared of snow and ice and salted.

- Both drives will be cleared of snow where possible and salted.
- In the case of heavy snow the whole school should gather in Mountbatten hall for assembly at 9 am to allow numbers of pupils and staff and lunch numbers to be determined.
- Where possible staff who have particularly long or difficult journeys will be allowed to leave early provided we have sufficient staff to supervise the pupils safely.

## **5. EXAMINATIONS CONTINGENCY PLAN**

If the school is unable to open as normal for examinations the Exams Officer or Headmaster will inform each awarding organisation with which examinations are due to be taken as soon as is possible.

The responsibility for deciding whether it is safe for a centre to open lies with the Headmaster who is the Head of Centre. The Headmaster is responsible for taking advice, or following instructions from relevant local or national agencies in deciding whether they are able to open.

Possible actions:

- The school will open for examinations and examination candidates only.
- The school will consider the use of alternative venues in agreement with relevant awarding organisations (e.g. share facilities with other centres or use other public building, if possible)
- The school may apply to awarding organisations for special consideration for candidates where they have met the minimum requirements.