



Adverse Weather Policy (Pupils)

1. INTRODUCTION

- 1.1 In the event of adverse weather or hazardous travelling conditions every effort will be made to keep the School open at all times.
- 1.2 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.
- 1.3 In the event of adverse weather, Reception will be available between 07.30 and 17.00 as normal from Monday to Friday, during term-time. If required telephone calls are diverted to ensure a member of staff is always available during office hours to answer calls.
- 1.4 Procedure for **overnight** bad weather:

The Head of the Senior School will assess the weather condition **before 07.00**. In response a message will be sent out via the School's text messaging system, **Clarion Call**, to all parents and staff. The Assistant Bursar, Operations will contact the coach companies and school mini bus drivers to inform them of the Whole School's position for the following 24 hours.

2. GENERAL ADVICE

- 2.1 The decision to send a pupil to school in adverse weather conditions lies with parents.
- 2.2 On arrival, pupils must register as normal with their tutors or report to Reception to register their presence on-site.
- 2.3 Should weather conditions deteriorate during the day and it becomes necessary for pupils to leave school early, all parents will be notified by Clarion Call, **by 13.00**. This system enables the School to communicate with all Wellingborough parents and staff, keeping them informed during emergencies or advising of any last-minute changes. It is therefore imperative that parents and staff provide the School with an up-to-date mobile phone number or alternative emergency contact details.
- 2.4 Amendments or changes to the normal school timetable will be notified via Clarion Call and/or school's website.
- 2.5 Messages used by the School have been similar to the following:

"SCHOOL CLOSED due to..... Further messages will be posted throughout the course of the day. Full information on website NEWS."

"SCHOOL OPEN. The decision to travel, or not, must be made by you, dependent upon your local weather and road conditions. Full information on website NEWS."

3. POLICY FOR PUPILS

3.1 Academic work for pupils

In the event of bad weather, teachers will ensure that work is available for pupils on Firefly or through Office 365. This will be done by 08.50 each day.

Teachers will make it clear to all pupils that it is the School's expectation that all work set this way should be completed. Teachers will check and give appropriate feedback on all work completed by pupils during these periods.

3.2 School Transport

The Assistant Bursar, Operations will contact the school's Transport Co-ordinator and then call Country Lion the school's transport provider and Wackies another transport provider based in Northampton, at 07.00 to discuss driving conditions and potential risks. If deemed hazardous the School buses will be cancelled and parents informed by Clarion Call. Wackies will also contact parents directly.

- WS Transport Coordinator –07583 014 523
- Country Lion – 01604 754566 or 01604 661660
- Wackies – 07836 371563 or 01604 762981

3.3 First Aid

The School Medical Room will be staffed provided Medical Staff are able to make it into school. If Medical Staff are not in school a Clarion message will be sent out to advise of this and First Aiders assigned to support the School's medical needs.

4. ABSENCES

- 4.1 When the School has made the decision to close the School, all pupils will be marked accordingly on the Schools register (school closed due to adverse weather), and this will not have an impact on their attendance record.
- 4.2 If the School has made the decision to open, and pupils are unable to come in, parents must notify the School in the normal way.

5. COMMUNICATION

- 5.1 The School will communicate with staff and parents primarily via Clarion Call. However, this will be supported with further information on the School's website. The School's email system may also be employed so that staff may check their accounts from home using the School's webmail access.
- 5.2 All staff and parents have a responsibility to advise the School of changes to their contact details and to ensure mobile phones are switched on and thus able to receive Clarion Call text messages.

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APPROVED BY SLT

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