



# Highclare School

## BAD WEATHER POLICY

The purpose of this policy is to provide guidance to the school community in the event of adverse weather conditions.

Highclare School aims to remain open at all times during the normal school day. However, should the conditions around the school be a cause for concern in the morning, the School will contact parents and staff via official text message between 6.30am and 7.30am (staff between 6.00am and 7.00am), in the event that the school would be closed. News will also be published on the School's official website and sent by email.

- Should students need to leave early due to worsening conditions, a message will go out via official text message asking parents to collect their children from the school. Please ensure the school has accurate contact information. News will also be published on the School's official website and sent by email.
- **EMERGENCY SUPERVISION:** Supervision will be available for the children for as long as is necessary at the end of the sessions. On receipt of the text message, parents are asked to arrive at the school to collect their children without telephoning first. This way the telephone lines are not jammed by incoming calls. Students who, for whatever reason, cannot make their way home will be supervised until they are collected.

In the absence of this specific information, staff, pupils and parents should assume the school is open.

### Working from Home

In the case of a forthcoming school day being declared by Highclare School, due to a severe weather forecast, to be a Working from Home (WFH) day, all school locations will be closed for the day to pupils and parents.

On a WFH day, education will be delivered by the usual staff and following the usual schedule (with minor amendments) but in a virtual manner via Highclare Virtual and the use of Zoom or Microsoft Teams.

Please see the appendix for guidance published to parents.

Linked policies:

- Health and Safety
- Slips, trips and falls

| Adopted by the Board: | Review Cycle | Most recent review |
|-----------------------|--------------|--------------------|
| September 2013        | Annual       | September 2024     |

### Appendix: guidance for parents

#### 1. Advice related to unforeseen weather conditions:

Should the conditions around the school be a cause for concern in the morning, the School will contact parents via text message between 6.30am and 7.30am, in the unlikely event that the school would be closed. We will also publish the news on the School's official website and send by email.

**In the absence of this specific information, please be assured the school is open.**

Please **DO NOT** telephone to enquire whether the school is open. This blocks lines for teachers and other emergency users.

Please note that parents are free to make their own decision about whether to send their son/daughter into school depending on weather conditions in their local area. Students will not be penalised for non-attendance on such days.

Therefore, in the interests of the safety of all concerned, we would ask that parents:

- **Do not ring** school to enquire if it is open on any day when the weather is bad. Latest information will be available on the school website ([www.highclareschool.co.uk](http://www.highclareschool.co.uk)) and the school app. School will contact parents if there is a need.
- **Contact school (email or telephone)** to advise if your child will **not** be attending school (preferably by email) or by telephone direct to site concerned:
  - Highclare Senior School ([enquiries@highclareschool.co.uk](mailto:enquiries@highclareschool.co.uk)), 0121 373 7400
  - Highclare Preparatory School: Woodfield ([woodfield@highclareschool.co.uk](mailto:woodfield@highclareschool.co.uk)), 0121 355 0194
  - Highclare Preparatory School: St Paul's ([stpauls@highclareschool.co.uk](mailto:stpauls@highclareschool.co.uk)), 0121 355 8205
- Senior School pupils only - Please complete and return the 'Bad Weather / Emergency Procedures form' that is issued to parents of Senior School pupils annually. This form helps us identify parental preferences in regards to pupils' going home arrangements, should the weather conditions deteriorate during the day.

6th FORM STUDENTS - Young drivers will be given priority to leave school first. If conditions deteriorate quickly, students will be advised to park their car safely on school premises and make their way home according to the procedures agreed with parents by mobile or school phone.

## **SCHOOL TRANSPORT**

School transport will run if the School agrees that conditions are safe, following public transport guidelines. A bad weather route will be in place, avoiding remote or areas likely to be difficult to access. Parents **MUST** inform school if their child is not travelling on the bus due to snow to avoid drivers making unnecessary stops. Should conditions be considered unsafe for school transport, the School's transport co-ordinator will contact parents concerned.

## **DAYTIME SNOW CONDITIONS AFFECTING THE AREA:**

- Should students need to leave early due to worsening conditions, a message will go out via official text message and email asking parents to collect their children from the school. Please ensure the school has accurate contact information. News will also be published on the School's official website.
- **EMERGENCY SUPERVISION:** Supervision will be available for the children for as long as is necessary at the end of the sessions. On receipt of the text message, parents are asked to arrive at the school to collect their children without telephoning first. This way the telephone lines are not jammed by incoming calls. Students who, for whatever reason, cannot make their way home will be supervised until they are collected.

### **2. Advice related to known and planned-for weather conditions**

When it is clear the official weather forecast indicates that a forthcoming adverse weather event is highly likely to negatively impact the area, the School will signal the switch to Work from Home (WFH) mode, whereby education is delivered virtually.

In doing this, the School will significantly reduce the risks associated with travel and buildings access and egress during poor weather conditions.

When a forthcoming day is declared by the School to be a WFH day, all school locations will be closed to pupils and parents; and instead our education will be delivered for that day through Highclare Virtual and the Zoom interaction platform, or something similar such as Microsoft Teams, much like the experience of the School's remote learning provision in the summer of 2020 and spring 2021.

The timetable shall work broadly in line with that operated if the school were in normal session, with completed work being submitted for assessment according to the instructions from each particular class / subject teacher.

The cost of any missed lunches, travel to school and TOPS supervision will be credited to parents at a later date.