

Adverse Weather Policy

St James Senior Boys' School

Aim of the policy

The aim of this policy is to ensure that adequate measures and arrangements are made in case of adverse weather conditions. Please note, these procedures may also be used in the event of an emergency (see Emergency Management Plan) and/or major transport disruption.

Adverse Weather Arising during the school Day

In the event of adverse weather conditions arising during the day, the decision may be made to close the school early. Pupils unable to leave early, however, will be catered for with some supervision until 4pm. All after school clubs will be cancelled. The majority of pupils will be encouraged to return home.

The following procedure will apply:

1. Headmaster and Deputy Head will decide whether or not the school should close early, and pupils are asked to return home.
2. Transport Co-ordinator to contact coach company regarding coaches – coaches will be booked to arrive earlier than usual. Reception to contact parents (text and phone) informing them that the school will close early, requesting parents to collect their children if possible and/or informing them of available public transport options.
3. Once a decision has been made to disband lessons all pupils will go to Form Rooms or to the Moot Hall.
4. Boys will be allowed to contact their parents using their mobile phones if they have them, or at Reception, to organise how they will return home. Boys will then tell their Form Teachers how they will be travelling home.
5. Form Teachers will ascertain how each of their students will be returning home, and will make a risk assessment as to whether or not it is a safe way to travel considering the conditions. If the decision is made that it is not safe, Form Teacher will ask Reception to contact parents directly.
6. Pupils who normally walk to school will be allowed to walk home (if it is safe to do so). Pupils that use public transport will also be dismissed if those services are available. Tutors will record the names of pupils released.
5. All other children will remain in school to:
 - i) Be collected by a parent/guardian or designated adult who can prove their association with the pupil and has been given permission by guardian to collect the pupil. This can only be done via the main reception.
 - ii) Wait to travel on the coaches or public transport. In the event of their non-arrival, pupils should still remain in school where they are safe.
7. As pupil numbers decrease all pupils will go to the Moot Hall as directed by the Deputy Head in conjunction with Heads of Year. Form Teachers should ensure that their form list is passed on to the Hall at this time.
8. Staff should consult with the Headmaster or the designated senior member of staff before

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going home.

9. Certain members of the Senior Management Team will remain in school until all students have been collected.

Adverse Weather Arising over-night (snow day procedures)

In the event of adverse weather conditions arising overnight the Headmaster and the Deputy Heads will consult together, by phone, at approximately 6:00am.

The procedure if the school is to be closed is:

1. Deputy Headmaster will contact the Transport coordinator and ensure all coaches are cancelled.
2. Headmaster will post a notice on the school Facebook page that the school is closed.
3. A recorded message will also announce this if parents ring the school.
4. As far as possible, staff and parents will be informed by text if the school is closed.

Policy Written by: Joseph Verran

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Approved by:

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