



# Bishop Justus School Procedures

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Policy Title:	Severe Weather Procedures
LT Responsibility:	Headteacher
Date:	October 2019
Review:	October 2022

## STUDENTS

Many schools face difficulties in maintaining a normal service during extreme weather conditions, such as a heavy snowfall or icy roads and footpaths. Local and national guidance to Headteachers, however, is that they should remain open wherever possible, to minimise the disruption to children's education and inconvenience to parents and carers. They are advised to have plans in place, for example, to enable a suitable programme of education to be provided for the students who do attend, albeit with reduced numbers of staff. Headteachers are required to weigh up the risks of reduced supervision, late journeys home and minor bumps, against the disruption to students' learning caused by a closure.

Nevertheless, the Headteacher has complete discretion to close the school in anticipated adverse conditions that would put students at risk. Where possible the school will contact parents to let them know of such a decision and every care will be taken to ensure that students are not sent out in dangerous conditions.

### Procedures for School Remaining Open In Adverse Conditions

**School will remain open wherever possible.** If the Severe Weather Procedure is implemented students should **delay** their journey into school, aiming to arrive for 09:50 a.m. for Period 2. The day will then run as follows:

09:50 Period 2  
10:50 Break  
11:10 Period 3  
12:10 Period 4  
13:10 Lunch  
14:00 Period 5  
15.00 School ends

If we are concerned about break and/or lunch time safety, some areas of the school will be made out of bounds and students will be instructed to remain in the building.

Students will be expected to wear school uniform but it is strongly recommended that they wear suitable outer clothing for travelling to and from school in particular **strong, suitable footwear** for icy conditions.

### **Early Closure**

Should severe weather close in during the school day and a decision is taken for school to close early, a notice will be posted on the school's website and the text messaging service will be used to notify parents of the early closure. For students in Years 7 and 8 parents will be contacted before students are released from school. Every care will be taken to ensure that students are not sent out in dangerous conditions.

In the event that conditions are so severe that transport services are halted and that it would be unsafe for students to travel alone, parents will be required to make arrangements to collect their children (or arrange for local relatives or friends to do so).

### **Procedures for School Closure**

In the event that conditions are so extreme that the school is unsafe to open, the Headteacher has the authority to close the school. Therefore on any day where the weather looks like it could prevent the school from opening the Headteacher will make an informed decision, based on information from the Premises Manager, local staff and local transport networks as to whether it is necessary to close. A notice will be posted on the school's website as soon as possible and at the latest by 7.30 a.m.

### **Studying at Home**

In the event that the school is closed, staff are expected to set work for that day's lessons on the *Show My Homework* system. Students are expected to carry out this work to minimize the impact of closing the school on their studies. Students can login or search and filter from the home page to ensure they access their correct lessons for that day. Tasks set will include details of when and in what format students can show evidence of their work.

## **STAFF**

The aim of this policy is to ensure that staff are treated fairly and consistently, and that health and safety requirements are met whilst maintaining a worthwhile education programme for our students.

### **In the event of adverse weather that could prevent opening the Headteacher will:**

1. Establish if the school site is safe to open.
2. Ensure a notice is posted on the school website to inform staff, parents and students of opening times or closure.
3. Instigate the severe weather procedure (appendix 1).

### **Procedures for School Remaining Open (including late opening/early closure)**

School will remain open wherever possible.

We acknowledge that some staff may experience difficulty in reporting for work during periods of adverse weather and other exceptional conditions. That notwithstanding travelling difficulties caused by the location of an employee's home in relation to their place of work are primarily the responsibility of the employee, and it is the duty of all employees to make every effort to fulfil their contractual obligation to report for work and attend for their normal contracted hours.

### **Weather preventing travel to work/delaying travel to work**

Local radio and weather forecasts should be used as guidance as to whether it is recommended as safe to travel.

Where a member of staff decides that it is not possible/feasible to report to work at all they must inform the HR Department immediately on 020 8315 8135 or by email to [bradley.bryant@bishopjustus.bromley.sch.uk](mailto:bradley.bryant@bishopjustus.bromley.sch.uk). If they are delayed they should also inform HR of their expected time of arrival.

If the severe weather procedure is implemented staff will be expected to report for work by 9:15 a.m. Students will go straight to lesson 2 at 9:50am.

#### If the weather deteriorates while at work

In the event of a significant deterioration of weather conditions during the school day that is likely to cause unsafe travelling home at normal time the Headteacher has discretion to close the school early and staff will be informed of arrangements.

#### **Procedures for School Closure**

In the event that conditions are so extreme that the school is unsafe to open the Headteacher has the authority to close the school. A notice will be posted on the school's website as soon as it is established that conditions are unsafe to open.

The Headteacher will advise the Local Authority and Chair of the Governing Body of the school's closure.

#### **Setting work for students**

In the event that the school is closed, staff are expected to set work for that day's lessons on the *Show My Homework* system. Students are expected to carry out this work to minimize the impact of closing the school on their studies. Students can login or search and filter from the home page to ensure they access their correct lessons for that day. Tasks set should include details of when and in what format students can hand in their work.

## Severe Weather Procedures

**School will remain open wherever possible.**

The **Headteacher** will establish facts from the **Premises Team** and decide whether it is safe to open. A notice will be posted on the school's website stating either of the following:

- School is open as normal
- School is open and severe weather procedures are implemented
- School is closed

The **Headteacher** will notify the Local Authority and Chair of the Governing Body if it is necessary to close the school.

### Severe Weather Procedures:

Staff will be expected to arrive at school by 9.15 a.m.

Students will be expected to arrive at 09:50 a.m.

The day will then run as follows:

09:50 Period 2  
10:50 Break  
11:10 Period 3  
12:10 Period 4  
13:10 Lunch  
14:00 Period 5  
15.00 School ends

**Period 2 onwards** lessons as normal. In the event of severe staff shortages **subject leaders** and **senior subject staff** will ensure no class is left unsupervised either by doubling up small classes or moving larger groups to the hall or lecture theatre.

**If weather conditions deteriorate** school will normally close at 13:30 p.m. Lunch will be served from 12:45p.m. and at 13.10 p.m. students will return to their form bases to be registered and released. The text messaging service will be used to notify parents of early closure and a notice will be posted on the school's website. For students in Years 7 and 8 parents will need to be contacted before students are released. This will be the responsibility of the **form tutors/year teams**.

**During periods of severe weather extra-curricular activities are suspended.**