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TIME

Adverse Weather Conditions Policy

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| Policy Number | AWC001 |
| Relevant To | All Employees |
| Approved By | Jillian Fairclough -Managing Director |
| Author | Alex Martin - Human Resources & Finance Manager |
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This is My Education (the company), is committed to an environment that promotes equality, embraces diversity and respects human rights both within our workforce and in our service delivery. This document should be implemented with due regard to this commitment.

This is My Education, who work with vulnerable children and are involved in providing services to them, have a duty to safeguard and promote their welfare.

The adoption of safe recruitment, probation and on-going supervision practices and procedures is vital in identifying, deterring, and rejecting people unsuitable for working with vulnerable children. This practice incorporates the recommendations and improvements made by national guidance and legislation.

Approved documents are valid for use after the approval date and remain in force beyond any expiry of the review date, until a new version is available.

1.0 Introduction

- 1.1 The school will make every effort to remain open whenever possible.
- 1.2 The decision to close the school will be made by the Head Teacher. The school will only be closed if one or more of the following conditions apply.
 - Insufficient staff are able to come in to keep the school running safely.
 - Conditions on site are dangerous.
 - Conditions are considered to be or are anticipated to later become too hazardous to travel.

In the absence of the Head Teacher decisions regarding opening and closure will be made by the Chair of Governors.

2.0 In the Event of Heavy Snow Before the School Day Starts

2.1 Parents

- 2.1.1 If it is decided that the school will open, but the road conditions are difficult, parents should ring the school to advise that they are likely to be late.
- 2.1.2 If parents assume that the school is closed, but it is open, the absence will be recorded as unauthorised unless the Head Teacher is satisfied that there are exceptional circumstances. (See para. 2.3.2)

2.2 The School

- 2.2.1 The Head Teacher will decide whether the school will open taking into account the conditions at the school and the ability of staff to get there.
- 2.2.2 If the Head Teacher decides the school will close, she will send a text message to staff, and the Attendance and Admin Officer will text parents advising them of the closure. She will also post messages regarding the closure on the school Facebook page. The school fully appreciates that in bad weather children may arrive later than usual.

2.3 Exceptional Circumstances

- 2.3.1 The School recognises that there may be cases where families are “cut off” due to particular difficulties in the area in which they live.
- 2.3.2 In such cases parents should advise the Attendance and Admin Officer of their particular circumstances so this can be recorded and explained why the absence should be authorised.

3.0 In the event of heavy snowfall during the school day

- 3.1 If there is heavy snowfall during the school day the Head Teacher will decide whether it is necessary to close the school.
- 3.2 The Attendance and Admin Officer will contact parents by text and, if necessary, telephone, and ask that they pick their child/children up from school as soon as possible. For students who travel to and from school in a taxi, the Attendance and Admin Officer will organise the changes to these.
- 3.3 The Staff that live furthest from the school will be permitted to leave at the earliest opportunity.
- 3.4 Other staff will remain in school until all the children have been collected.
- 3.5 If a parent rings requesting they pick their child up early due to the weather, and the decision has not been made to close the school, the Head Teacher will decide how the absence will be recorded.

4.0 Equality & Disability Access Implications

If there were to be any child in school with a disability or mobility impairment consideration will be given to their specific needs and any potential impact of the weather conditions on their ability to get to school and/or around the school site.