

Bad Weather Policy

Overton School

Approved by:	Omar Salahuddin, Principal
Last reviewed on:	26/08/20
Next review due by:	25/08/21

The aim of this document is to set out clear procedures to ensure the maximum safety of carers and staff and to provide as much guidance as we can, using a variety of communication methods to maximise the delivery of accurate and timely information to homes, young people and staff. To apply internal systems and procedures to ensure that the levels of communication, an effective process of pupil dispersal will ensure the safety and wellbeing of all pupils and staff throughout the process of early closure.

Wherever possible, staff that can come into work and return home safely should do so to support the pupils at home where the school is closed due to weather or other conditions, where it is safe to do so.

School closure before the start of the school day

If before the start of the school day the decision is made to remain closed due to adverse weather conditions, the decision will be made following consultation between the Head of Education. The current weather conditions and the likelihood of further snow for example, will help determine whether or not to open the school.

Once the decision to close is made then this will be communicated to the homes and staff.

If possible a decision will be made at the end of the day if the school is to remain closed or will open as normal the following day. Again this information will be shared with the homes and staff as appropriate.

School closure during the school day

Every effort will be made to keep the school open until the end of the school day (3.00pm). However, if there is heavy snowfall and the school is forced to make the decision to close earlier, then the following will also be taken into consideration:

- staff who travel a distance
- The ability to successfully communicate closure information in a timely manner

If the school closes early then the following will take place:

- The homes, young people and staff present on site, will be informed of the decision
- Staff who live a distance from the school may request to leave early, however the decision will be based on the supervision of young people in their care
- As soon as the last staff member has left, the school will remain closed until the decision is made to open

PLEASE SEE SNOW PROCEDURES FOR DETAILS OF ABOVE

BAD WEATHER PROCEDURE

1. The Head of Education and/or Deputy Head will remain on site and be available to deal with issues and decision making as they arise during the day
2. All young people and their carers will be given permission to make their way home. All staff on site will assist in ensuring all young people and their carers take over their care
3. School will remain open until the last young person has been handed over to the Care Manager

4. Throughout the day, staff will be kept informed of events and if they have any queries they should in the first instance contact the Head Teacher or Deputy Head.

Appendix 1

This is the information that will be emailed out to homes and staff who can refer to it in the event of early school closure due to adverse weather.

IN THE EVENT OF SCHOOL CLOSURE DUE TO SNOW OR OTHER ADVERSE CONDITIONS

THE DECISION IS MADE NOT TO OPEN AT THE START OF THE DAY

It is always the intention of the schools to stay open during periods of adverse weather and the decision to close is never taken lightly. However, in the very rare event that we are left with no option but to close early, your young person's welfare is of the utmost importance to us as always.

We will endeavor to keep you informed throughout the day on events.

THE DECISION IS MADE TO CLOSE EARLY DURING A SCHOOL DAY

- The school will make every effort to inform you via word of mouth for those on site, and email and phone for those due in later in the day, that the school is closing early due to adverse weather
- Please take care on your journey home

Updates

What	Who by	When	Other
Wherever possible, staff that can come into work and return home safely should do so to support the pupils at home where the school is closed due to weather or other conditions, where it is safe to do so.	Omar Salahuddin	27/01/21	N/A