

Adverse Weather Plan 2017/18



CODE 1

**BASED ON WETAHER FORECAST
TEMPERATURES BELOW -3 / LIGHT SNOW OR FREEZING RAIN FORECAST
PAVOL TO CALL PAUL AT 07.00 AND BRIEF ON STATUS OF SITE.
NO ACTION IF SITE ACCESSIBLE AND SAFE.**

Code	Weather conditions	Actions	SLT	Staff	Students, Parents/Carers	Admin / Finance Team	Premises Team
1	<p>Cold / Frosty</p> <p>Possibly icy and slippery underfoot.</p> <p>There may light snow, laying in paces.</p> <p>Temperatures around zero or slightly below.</p>	<p>Ensure all paths/public areas salted / gritted and are safe with due care and attention.</p> <p>Consider closing area behind sports hall.</p> <p>Astro must be closed if snow covered.</p> <p>Wet weather rooms as required.</p>	<p>School open</p> <p>Normal Operations.</p>	<p>School Open. Drive with caution in all car parks as these may not have been gritted.</p> <p>Staff should have work prepared for students which they can email in the event of a closure.</p>	<p>School open.</p> <p>Normal school uniform requirements expected.</p> <p>Ensure warm outerwear and footwear worn.</p> <p>If incorrect footwear worn to walk to school ensure a change of shoes available for school day.</p>	<p>School Open.</p> <p>Ensure all staff aware and have single consistent message for parents.</p> <p>Liaise with Jenny to ensure website updated showing current status.</p>	<p>Be aware of weather forecast and ensure paths etc are gritted the previous evening and again first thing in the morning.</p> <p>Internal corridors will become slippery. Ensure all mats are in place and areas are checked frequently regularly during the day.</p> <p>Mop dry where necessary</p>

CODE 2

BASED ON WEATHER FORECAST.

SNOW FORECAST UP TO 1 INCH / 2.5 CM / FREEZING RAIN AND TEMPERATURES -3 TO -9

PAVOL TO CALL PAUL AT 07.00 AND BRIEF ON STATUS OF SITE.

ASSESSES SITE WHEN CONCERNS EXIST REGARDING ACCESS

PAUL TO ENSURE APPLE OPERATING NORMALLY IF MAIN ROADS CLEAR AND ACCESS CLEAR.

Code	Weather conditions	Actions	SLT	Staff	Students, Parents/Carers	Admin / Finance Team	Premises Team
2	<p>Cold -2c and below.</p> <p>Icy with some snow up to 2 inches in places.</p> <p>Be aware of public transport issues and travel advice.</p> <p>Assess road conditions and consider the advice of LA and Emergency services.</p>	<p>Ensure all paths/public areas salted and safe.</p> <p>Ensure heating on and working in all areas – if not go to code 3.</p> <p>Close Tennis court/ Astro except for emergency escape.</p> <p>Clear Salt / Grit front path, canopy courtyard, main courtyard, science entrance, staff room courtyard, Year7 courtyard, rear paths.</p>	<p>Ensure adequate duty staff available and deploy others if necessary.</p> <p>Action wet weather opening and staff areas accordingly.</p> <p>Provide Admin Office with clear message for parents.</p> <p>Ensure website updated showing School Open and Code 2.</p> <p>Check public and home school transport operating normally.</p>	<p>School open Please be on duty promptly if it is your day.</p> <p>Additional staff may be needed to secure the site at key times</p> <p>Remind tutees:</p> <p>Snow ball throwing is not allowed.</p> <p>Change shoes in school.</p> <p>Keep warm.</p> <p>Drive with extreme caution as car parks may not have been gritted.</p>	<p>School open.</p> <p>Ensure school uniform with correct and warm outerwear worn.</p> <p>If incorrect footwear worn to walk to school ensure a change of shoes available for school day.</p> <p>Wellingtons/boots may be worn at breaks.</p> <p>Please remind students about their safety around a large busy site in these conditions.</p> <p>Snowball throwing is not allowed.</p>	<p>Ensure all staff have consistent message and that this matches web site.</p> <p>Direct parents and callers to web site for regular updates showing School Open and Code 2 status.</p> <p>Depending on the forecast school should be ready to email parents with updates.</p>	<p>Be aware of weather forecast and ensure paths etc are gritted / salted the previous evening and again first thing in the morning.</p> <p>Cordon off any areas that are unsafe.</p> <p>Pay particular attention to slopes and steps.</p> <p>Ensure all mats are in place and areas are checked regularly during the day. Mop dry where necessary.</p>

CODE 3

**BASED ON ACTUAL WEATHER CONDITIONS OR SEVERE WEATHER FORECAST
HEAVY LAYING SNOW / FREEZING RAIN / TEMPERATURES LOWER THAN -9
SITE TEAM TO CALL PAUL AT 07.00 AND BRIEF ON STATUS OF SITE.
ASSESS SITE SUITABILITY TO OPEN FOLLOWING WEEKEND OR OVERNIGHT CLOSURE
PAUL TO ENSURE APPLE OPERATING NORMALLY**

Code	Weather conditions	Actions	SLT	Staff	Students, Parents/Carers	Admin /Finance	Premises Team
3	<p>Met Office Amber Alert covering area from Slough to Reading.</p> <p>Very cold and icy Snow laying up to 3 inches and drifting with more snow forecast.</p> <p>Parts of site, especially those outside the fence, may be difficult to make safe.</p>	<p>Ensure that there is a safe route via canteen gate past canopy to main entrance and from science gate to central courtyard, the year 7 courtyard to gym and front path from admin to car park.</p> <p>Close Tennis Courts /. Except for emergency escape.</p> <p>Close Lower school car park if access road/car park are unsafe.</p> <p>Request Grounds company to prepare for snow clearance once it has stopped and grit / as per the priorities set by the school. (separate document)</p> <p>Ensure heating on and working in all areas. Lessons may be relocated or curtailed if heating fails.</p> <p>Check Innovate operating.</p>	<p>If open decide if early closure required. Check transport before setting dismissal time. Parents will try to collect if travel advice changes.</p> <p>Provide Admin Office with clear message for parents.</p> <p>Consider reduced timetable later opening allowing for car parks to be cleared.</p> <p>Ensure adequate duty staff available deploy others with key members of staff at potentially dangerous spots.</p> <p>All SLT on duty Ensure work for core subjects is available to email to students.</p> <p>Keep Innovate updated.</p>	<p>Monitor web site and email for updates. Start time will take account of need to clear car parks courtyards.</p> <p>Staff must not park in any car park until it has been cleared.</p> <p>Lower school car will be closed until access road is cleared.</p> <p>Staff should wear appropriate clothing.</p> <p>Call cover manager as normal if not able to get in. This information is required early to ensure the right decision is made about opening.</p>	<p>Monitor web site for opening times.</p> <p>Day may be shortened to allow for safe travel.</p> <p>Students should wear uniform and appropriate footwear.</p> <p>Tutors Information boards and email will provide lesson information.</p> <p>Please remind students about their safety around a large busy site in these conditions.</p> <p>Snowball throwing is not allowed.</p>	<p>All Admin staff to be in office and have single message for parents and callers. Must be same as web site.</p> <p>Direct parents to web site for most accurate information.</p> <p>Head's PA and IT to ensure website message is accurate.</p> <p>If open and early closure required send approved email message and book transport.</p>	<p>See actions and clear areas.</p> <p>Cordon off any areas that are unsafe. Pay particular attention to slopes and steps.</p> <p>Ensure all mats are in place and areas are checked regularly during the day. Mop dry where necessary.</p> <p>Snow shovelling may be necessary in key areas.</p> <p>Co-ordinate snow clearance of car parks and bus bay.</p>

Adverse Weather Plan 2017/18



CODE 4 SCHOOL CLOSED.

PAUL TO LIAISE WITH PAVOL / GROUNDS COMPANY AND APPLE TO PLAN SNOW CLEARANCE AND RESUMPTION OF TRANSPORT.
WHEN IT SAFE TO DO SO AND ROADS HAVE BEEN CLEARED

	Weather Conditions	Actions	SLT	Staff	Students / Carers	Admin / Finance Team	Premises Team.
4	<p>Met Office Red Alert for Slough Reading area. Severe winter weather leading to widespread disruption to all forms of transport. A guide would be 4+ inches of snow with drifting in places and further snow forecast. Likely to be very cold and icy underfoot. Roads conditions likely to be very difficult and travel advice to stay at home especially if local authorities unable to clear minor roads.</p> <p>Snow cannot be cleared easily to make site safe.</p>	<p>School is closed For staff and students and all lets.</p> <p>Apple coaches will not operate.</p> <p>Work to begin on site snow clearance where possible but only once snow has stopped and roads passable.</p> <p>Grounds company will clear / salt / Grit car parks, bus bay and courtyards as per priorities. When main roads are passable.</p> <p>Assess situation regularly for next day.</p>	<p>Ensure website updated to Code 4 Radio stations informed.</p> <p>Staff will also be communicated with via the web site.</p> <p>Ensure work for core subjects has been sent to students via email.</p> <p>Ensure canteen staff informed.</p>	<p>School closed Check websites regularly for updates.</p> <p>The school will reopen once the main roads are safe to use and the car parks and courtyards have been cleared.</p> <p>Please do not park or attempt to park in any carpark until it has been cleared as you will be getting in the way of the snow plough.</p>	<p>School closed. Website and radio stations will reflect any change to this status as soon as possible.</p> <p>Decision about next day will be made as early as possible ideally by 7.15 am.</p> <p>Watch web site.</p> <p>Likely to go to code 3 in the first instance</p> <p>Work will be emailed to students by class teachers.</p>	<p>When open all admin staff to report to front office and deal with calls.</p> <p>Ensure all have clear message for parents.</p> <p>Ensure website reflects correct status. Liaise with IT and Head's PA.</p> <p>Email messages required when school to reopen.</p> <p>Cancel all Lets. No access to site is permitted.</p>	<p>Request grounds Company to Snow clear car parks and bus bay then all paths and courtyards ensuring gritted and salted.</p> <p>Consider override of Heating controls to run 24 hours if temperatures are below -6 for extended period.</p> <p>Ensure all mats are in place and areas are checked regularly during the day.</p> <p>Mop dry where necessary.</p>

Adverse Weather Plan 2017/18



Possible School day for code 3*:

40 min lessons

09:30 until 09:40 tutor time – reinforce safety messages and timings of day

09:40 until 10:20 period 1

10:20 until 11:00 period 2

11:00 until 11: 10 break (in canteen (incl canopy) and hall)

11:10 until 11:50 lesson 3

11:50 until 12:30 period 4

12:30 until 13:10 Lunch

13.10 until 13.40 lesson 5

Hall will be open for students who need to wait for transport

* Could be a 10 – 2 day might be better for travelling and organising??

Adverse Weather Plan 2017/18



Advice for Staff

Staff should make all reasonable efforts to attend work when the school is open.

Staff unable to attend work as result of bad weather must continue to report their absence in the normal manner as detailed in the school's Wellbeing and Managing Absence Policy. This means calling the absence line and stating the reasons for the absence. Please do not email or text.

In the event that bad weather forces the Head teacher to close the school this absence will be paid

In the event that bad weather prevents a staff member from attending work but the school remains open, then such non-attendance will normally be treated as unpaid leave.

The Head teacher may agree alternative arrangements with individuals, such as working from home or at a different location and exceptional circumstances may warrant paid leave. This is at the sole discretion of the Head teacher.

.