Upper Shirley High

Adverse Weather: Information & Guidance for Parents

We want to work in partnership with parents and carers to ensure the safety of children at all times. These guidelines outline the procedures for dealing with school closures during bad weather.

In the event of the forecast of adverse weather or bad weather overnight the Headteacher will decide whether it is possible to open the school as normal. The school will follow the protocol outlined in Appendix one.

Considerations for closure will include the following:

- Current weather conditions and weather forecast,
- Police advice on travelling (including the safety of walking and cycling to school),
- Advice from the Local Authority and Multi Academy Trust
- Availability of teaching staff,
- Availability of key non-teaching staff (e.g. support, premises and catering)
- Safety of the site.

When assessing the need for closure we will also consider whether any mitigation measures are possible, such as partially opening the school to some pupils.

Closing the school due to bad weather overnight
If the school is to be closed we will make every effort to inform parents and carers before 7.30am. This includes texting and emailing parents, updating the website (www.uppershirleyhigh.org), contacting the media, and informing the Local Authority (they hold details of all local school closures).

If the school is closed you do not need to report your child as absent.

When the school is open during adverse weather i.e. snowy days:
During adverse weather we will always try our best to keep the school open as much as possible, as long as we have sufficient staff to make it safe to do so. Please be aware of the following:

- It may be necessary to open the school later than normal to allow staff and students to travel safely.
- It may be that due to reduced staffing only certain year groups will be open.
- On snowy days please send your child with a packed lunch because we cannot guarantee a break or lunch catering service will be available.
- On snowy days it is likely that we will have reduced pupils in some classes, however, we will have a full timetable in operation and meaningful activities and lessons will take place. We may need to merge classes when staff numbers are reduced.

Closing the school early during the day
The school will do its utmost to remain open if adverse weather conditions arise during the school day. However, if the weather deteriorates during the day there may be circumstances where we

need to close early so that students and staff can get home safely. If this happens, we will use text and email alerts to parents and we will also update the school website.

If the school is closed for more than one day
The school will put in place arrangements for remote learning, work will be made available on our website (www.uppershirleyhigh.org)

Re-opening
Please continue to look at the website for information about re-opening. Due to the availability of staffing we may need to re-open in stages (e.g. Years 10-11 for the first day), this phased return will also enable us to continue to make the site accessible for larger numbers of students and vehicles.

In extraordinary circumstances we may suspend normal school uniform arrangements so that students can dress appropriately for the weather. We will announce this clearly on the website and students are then expected to dress sensibly both for the weather and for a normal school day. Once the circumstances return to normal, students are expected to observe the normal school uniform rules again.

We will also make parents aware of these arrangements by text and email alert.

Examinations
We will make every attempt to open the school for any public examinations and are optimistic that we will be able to do so.

Checklist for Students
- Students must check that mobile phones are charged, have credit and have up to date daytime contact numbers for Mum and Dad etc.
- If your house may be empty during the day, students must ensure they have a key or know where to go if the school closes early.

Checklist for Parents
- Please ensure your child wears appropriate outdoor clothes, including suitable footwear, throughout the winter and in particular on snowy days where the school is open.
- Please ensure you have given up to date phone numbers and e-mail addresses to the school office.
- On a snowy day please decide whether it is safe for your child to travel to school.
- On a snowy day please consider your safety before driving to and from school, if there are any doubts please take a cautionary approach.
- Please make sure that your child can get back into the house safely if the school closes early i.e. that the student has a key, knows a neighbour who has a spare key, or there is an agreed safe place where they can take refuge.

Appendix One

Adverse Weather Protocol: Roles and Responsibilities of school staff in the event of an adverse weather closure

Timing	Action	Staff Member
As early as possible	Where possible, site staff will come into school to assess the weather condition/snow fall and the practicalities of opening	Site Manager & Site Team
Before 6.30am if possible	Site Manager to discuss findings with Headteacher/SLT members *(Head to make call)*	Site Manager/Headteacher/Senior Leadership Team (SLT) members
Before 7am if possible	Headteacher to liaise with the Multi Academy Trust (MAT)	Headteacher/School Business Manager (SBM) in his absence
Before 7am if possible	Decision made to open or close (considering all factors outlined in our procedure)	Headteacher (SLT member in his absence)
As early as possible	Communicate decision with Governing Body	Headteacher (SLT member in his absence)
As early as possible	Communicate decision with LA and Media	School Business Manager (SBM)
Before 7.15 am if possible	Communicating closure with the staff *(Mode of communication: Text/Email Alert via Call Parent system)*	Headteachers PA: SBM to give instruction
Before 7.30 am if possible	Communicating closure with the students/parents *(Mode of communication: Text/Email alert via Call Parent system)*	Headteachers PA: SBM to give instruction
As early as possible	Communicating closure with the school caterers	School Business Manager
Prior to the start of school	Update website to alert parents of school closure	Headteacher's PA
Prior to the start of school	Contact Supply Agencies to advise opening status of the school	Cover Lead, SBM to give instruction
Start of school on closure days	Liaising with students/parents where students turn up in error	All staff available