

## SEVERE WEATHER PROCEDURES

There are occasions when the College has to be closed in order to ensure the safety of both its students and its staff.

In most cases, the decision to close is made if snow or ice means that vehicles, including College buses, cannot run safely or, if the College campus is deemed unsafe. Similarly, if a significant number of staff are unable to travel to College because of the severe conditions, then the decision to close may also be necessary. It is, however, our desire and intention to keep the College open whenever possible.

With this in mind, if circumstances allow, a **'Late Start Day'** will be implemented instead of full College closure. A **'Late Start Day'** will mean that College will start at **10.30am** and will finish at **3.00pm**, subject to weather conditions. On a **'Late Start Day'** **the School bus service will NOT be operational**. At 10.30am, Senior School students and staff will meet in the Refs, with the Prep School community meeting in the Prep Hall to be registered and instructions regarding the timetable for the day issued. Any students or staff who arrive after this point, **must report to the relevant Reception on arrival** to sign in, so that an accurate register is maintained of staff and students' attendance on campus. All staff and pupils **must sign out at Reception** if they have to leave before the end of the normal College day.

The College will endeavour to provide as much advance notice of a **'Late Start Day'** as possible. The final decision of either a **'Late Start Day'** or full **College closure** will be communicated as early as possible and no later than 6.30am on the morning in question, via the normal communication channels, which include:

- College Website
- College Email
- Parent Portal
- Text Messaging

The same process and method of communication will then be followed on each subsequent day of severe weather. Additionally, the College may need to impose an **'Early Finish'** to enable staff and students to return home safely and before it gets dark. This will be communicated in the same way.

It should be noted that during public examination periods there will be separate arrangements, which will be communicated to the students concerned, although examination boards make no allowance for non-attendance due to severe weather. Therefore, every effort should be made to attend.

We fully appreciate the disruption that can be caused when there is severe weather and as such the College will seek to minimise this as much as possible, whilst having due regard for the health and safety of its students and staff.

### Useful contact numbers:

▪ Senior College Staff absence:	07712 671622	▪ Bus Club – Dedham – Ms T Khalil	07501 464145
▪ Prep School Reception:	01473 694580	▪ Bus Club – Ipswich/Woodbridge	Mr D Owen 07720 091479
▪ Birkfield House Main Reception:	01473 690281	▪ Bus Club - Tendring Mr N Camu	07934 298122
		▪ Bus Club – Felixstowe - Mr K Orris	07860 846090
		▪ Bus Club - Sudbury – Mr S Frankland	07595 568370
		▪ Bus Club - Colchester - Mr T Ryan	07834 175605
		▪ Bus Club – Hadleigh – Mr C Culham	07834 175604

