



Severe Weather Policy & Procedures

Author:	Estates & Facilities Manager
Date reviewed:	November 2023
Approved by:	The Deputy Principal

Policy

In the event of severe weather, usually snow and/or ice, the College may be forced to close because there is a risk to the health and safety of its staff and students.

In most cases, the decision to close is made if the weather means that vehicles, including College buses, cannot run safely and/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, as far as is practicably possible to minimise disruption to parents, staff and students.

Teachers will upload work to the Google Classroom for Prep School pupils and to OneNote for Senior School students to access by 10.30am.

Procedures

1. School Closure

The Principal, or in her absence the Deputy Principal, is responsible for making the decision to close the College. This will usually be in the early hours of the morning before travel to the College is necessary and before staff leave home to travel to campus.

The Principal consults with:

- The Estates & Facilities Manager
- The Transport Manager
- The Head of Boarding
- The SLT

The Principal will ensure that:

- Information regarding closure is texted and emailed to staff and parents and also posted on the Parent Portal
- The Chair of Governors is advised of the decision to close the school
- The Local Authority is informed of the decision to close the College

The same process and method of communication will then be followed on each subsequent day of severe weather.

2. Late Start Day

If circumstances allow, on a rare occasion 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 buses will NOT be operational. At 10.30am, Senior School students and staff will meet in the Chapel, 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 email, parent portal and text messaging.

If your child is not able to come in to school please kindly report their absence in the usual way.

3. Early Finish Day

If the weather seriously deteriorates during the school day, a decision may be made to close the school early. No student will be allowed to leave the College early without permission from their parent/guardian. Sixth Form students will be dismissed without the need to contact parents. If it is not possible for a student to get home, or be received at home, the College will ask parents to have an alternative arrangement made.

Severe weather is disruptive and can cause anxiety and stress. Understandably, many parents ring the College if there is an increasing risk of snow falling heavily during the day. It can be frustrating trying to get through when all of the outside lines are engaged by other parents calling for the same reason. Jammed lines and answering queries can in turn delay office staff who are trying to get through to parents to arrange for early collection of students. We will ensure that you are updated regularly by email, text and through our parent portal.

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.

4. Useful contact numbers:

Prep School Reception: 01473 694580

Birkfield House Main Reception: 01473 690281

Admin admin@stjos.co.uk

Bus Club - Transport Mr John Atkinson 07712 671626

Bus Club – Brightlingsea	Mr D Rose	07501464145
Bus Club – Clacton	Mr G Fairweather	07885 804573
Bus Club --Sudbury	Mr A Fosker	07712 671620
Bus Club – Colchester -	Mr T Ryan	07834 175605
Bus Club – Dedham –	Mr P Nowosad	07885 804565
Bus Club – Frinton –	Mr N Lockhurst	079342 98122
Bus Club – Boxford-	Mrs T Khalil	07834 175604
Bus Club - Halstead –	Mrs W Tadgill	07595 568370
Bus Club –Ips/W’bridge -	Mr D Owen	07720 091479
Bus Club-* Manningtree-	Mr B Scanlan	07501 464153
Elite Travel Ltd		07388 543041