



# Adverse Weather Conditions Procedure

## Abstract:

This document sets out the procedures for the operation of the academy in extreme weather.

This procedure governs:

- \* The assessment of weather conditions at the academy and implications for parents and students.
- \* Decisions regarding opening and closure.
- \* Nominated senior staff responsibility.
- \* Communications.
- \* Alternative timetable arrangements, where appropriate.

<b>Policy number</b>	33	<b>Review period</b>	Triennial	<b>Last reviewed</b>	December 2019
<b>Person responsible</b>	Assistant Principal - Safeguarding			<b>Reviewed by:</b>	Principal/Site Manager/Business Director jointly

## **1 GUIDING PRINCIPLES: In the event of severe weather:**

- 1.1 The Academy should operate normally whenever possible.
- 1.2 All staff should endeavour to get to work as normal.
- 1.3 Where appropriate, a decision to close the Academy will be taken by the Principal, in consultation with the Chair of Governors, as early as possible.

## **2 ASSESSMENT**

- 2.1 The situation will be assessed on site in consultation with the Site Manager by:  
The Principal, Lisa Boorman, or, if she is absent:  
The Vice Principal, Kasim Langmead  
If neither are able to get to site the situation will be considered by those senior members of the staff team who are able to get to site as they live within easy walking distance of the site, eg James Yates. This will generally include an on site presence by a member of the Site team.  
In addition some access to site via remote security cameras should be available via the Network Manager.

### **2.2 Procedure**

Senior staff should go to the Academy, if at all possible and:

- a) Assume control
- b) Assess
  - \* weather conditions prevailing at the site.
  - \* risk to students
  - \* operational status of Academy telephones, heating, water supply, toilets, access to the site, local public transport.
- c) Liaise with and pass all relevant information to the Principal, if she is absent.

Guidance on closure may be sought from the LA Management Support Team on 01752 307465.

- 2.3 It is the responsibility of parents to assess any risk in sending their children to the Academy due to road conditions.
- 2.4 The Site Manager will need to make an early decision in respect of the Academy minibus services or this duty will be delegated to another named member of staff if access is not possible

## **3 COMMUNICATIONS**

Early, clear and informed communication will be important and it will be the prime responsibility of the most senior member of staff who assumes control (2.2(b)).

- 3.1 Senior staff should be in direct contact with each other by direct non-public line to the Academy (01752 334347), or by mobile phone.
- 3.2 If the Academy is to close (or close early), the following communication should happen as soon as possible. We will endeavour to inform parents by 8am on the morning of a closure:

- a) **Principal:** confirm position to SLT members and oversee completion of procedure

b) **Vice Principal:** Ensure that any students who have attended the Academy can get home safely and arrange contact with their parents.

c) **Business Director** to contact local radio stations if closure

Contact Local Radio stations by phone/e mail :

**Heart Southwest (Plymouth)** – e mail [info@global.com](mailto:info@global.com) or add to website on section entitled 'Snow contacts for schools' or tel on 01392 444444 or 0345 3737777 (Global Radio)

**Radio Devon** – e mail [radio.devon@bbc.co.uk](mailto:radio.devon@bbc.co.uk) including DfE number (879/4178) and Academy telephone contact (01752 338373) details during closure (from an Academy email address only)

**Radio Plymouth** - 01752 389539 or [studio@radioplymouth.com](mailto:studio@radioplymouth.com) (from an Academy email address only)

Messages will generally be broadcast only on receipt of the Academy's DfE code number, which is **4178** for Plympton Academy.

Local radio should be informed again if the Academy is to be closed on subsequent day(s).

Contact **Plymouth City Council** to arrange for information to be published on the schools section of the Plymouth City Council website Tel 01752 307465 or using the following email [schoolclosures@plymouth.gov.uk](mailto:schoolclosures@plymouth.gov.uk)

d) **Principal's PA** In the event of total closure to respond to any staff and parents who telephone reception or cover.

Inform Academy reception and cover if early closure proposed

e) **Network Manager** will place information on the Academy's website and social media sites based on the four agreed messages beneath, doing so remotely if needed

He will also provide early camera footage of the site to the Site Manager and Principal/other members of SLT - remotely if needed.

f) **The Network Manager and Principal's PA** will jointly arrange for all parents/carers to be notified by text message and/or email.

#### 4 COMMUNICATION WITH STAFF

4.1 Staff who are able to get into the academy should report to the Performing Arts theatre on arrival and sign in, register sheets will be provided by the Principal's PA by 8.15 am.

4.2 Staff should remain in the theatre in case supervision of students is required and await instruction through Senior staff.

4.3 Staff who are unable to make the journey to the academy should inform the academy cover line on 01752 334347. Staff should telephone as soon as possible and **not later than 07.30**. If staff are unable to get to the academy **after 07.30** they should telephone cover on 01752 334347. It is more important to keep telephone lines open for essential communication than to telephone set work to the academy. Therefore, any cover work should be emailed directly to the cover supervisor/cover staff (please use [cover@plympton.academy](mailto:cover@plympton.academy)).

#### 5 ALTERNATIVE ARRANGEMENTS

5.1 Students arriving at the academy will be placed in registration areas:

Y12/13	6th form centre
Y8/910/11	Sports Hall

During examinations, alternative rooms will be designated.

5.2 Senior staff will assess the numbers of staff and students present in each year group.

5.3 Senior staff will publish a reduced or other alternative timetable for display in the staffroom, reception and tutor bases (as above).

5.4 As early as possible, senior staff will decide the timing for the end of the Academy day and, if possible, whether the Academy is to open the next day. Information to be communicated to staff, students in the Academy and parents.

## **6 Key staff in the event of closure**

Principal - to decide on closure

Vice Principal - to deputise for the Principal and supervise students arriving on site

Business Director - to liaise with the media

Site Manager - to attend site and advise on site conditions

Network Manager - communication with parents about the closure via information on website and InTouch messages to parents

Principal's PA - to cover the Academy reception and telephone lines

## **7 Standard agreed Text to go on website if Academy is closed**

Based on weather conditions prevailing at the site this morning, the risk to students, local transportation and the operational status of the Academy, it has been decided to close the Academy today. Please check the Academy website tomorrow morning or subscribe to our social media feeds for further information regarding our opening tomorrow.

## **8 Standard agreed Text to go on website if Academy remains open**

The Academy will be open as normal today. Please check the Academy website tomorrow morning or subscribe to our social media feeds for further information regarding our opening tomorrow.

## **9 Standard agreed Text to go on website during periods of extreme weather**

During periods of extreme weather a decision will be made each morning regarding the closure of the academy, based on weather conditions prevailing at the site, the risk to students, local transportation and the operational status of the Academy. Please check the Academy website each morning or subscribe to our social media feeds for further information regarding our opening tomorrow.

## **10 Agreed text message to send to parents in the event of closure**

Based on the extreme weather conditions Plympton Academy will be closed today. Please check the Academy website tomorrow morning or subscribe to our social media feeds for further information regarding our opening tomorrow.