

READ SCHOOL ADVERSE WEATHER POLICY

INTRODUCTION

- In the event of adverse weather or hazardous travelling conditions every effort will be made to keep the School open at all times.
- The School recognises that conditions may prevent staff and pupils from travelling to school, and whilst there is an expectation that staff and pupils should make every reasonable effort to attend, personal health and safety should not be compromised as localised conditions may vary across our extensive catchment area.
- In the event of adverse weather, Reception will be available between 8:30 am and 5.00pm as normal from Monday to Friday, during term-time. Outside of term-time Reception is available 9.00am to 4.00pm and if required telephone calls are diverted to ensure a member of staff is always available during office hours to answer calls.

Procedure for overnight bad weather:

The Head, Bursar and Deputy Head will assess the weather condition before 7.00am. In response the Headmaster's PA will send out a message via the School's text messaging system, Parentmail, to all parents and staff. The Bursar and Site team will contact the coach contractor and school mini bus drivers to inform them of the School's position for the following 24 hours.

GENERAL ADVICE

- The decision to send a pupil to school in adverse weather conditions lies with parents.
- On arrival, pupils must register as normal with their tutors or report to Reception to register their presence on-site.
- Should weather conditions deteriorate during the day and it becomes necessary for pupils to leave school early, all parents will be notified by Parentmail by 1.00pm. This system enables the School to communicate with all Read School parents and staff, keeping them informed during emergencies or advising of any last-minute changes. It is therefore imperative that parents and staff provide the School with an up-to-date mobile phone number or alternative emergency contact details.
- Amendments or changes to the normal school timetable will be notified via Parentmail and/or school's website.
- Messages used by the School have been similar to the following:

“SCHOOL CLOSED due to..... Further messages will be posted throughout the course of the day. Full information on website.”

“SCHOOL OPEN. The decision to travel, or not, must be made by you, dependent upon your local weather and road conditions. Full information on website NEWS.”

READ SCHOOL POLICY DOCUMENT

POLICY FOR STAFF

The School recognises that adverse weather conditions can prevent employees from reaching their normal place of employment. All employees are expected to make every reasonable effort to attend for work, but without taking undue risks and compromising their health and safety.

If appropriate, a Parentmail message will be sent to staff to arrange a meeting for all staff and support staff representatives at 8:30 in the Staff Room. At this meeting the Head, Deputy Head or a member of the SLT (present) will outline the situation and the plan of action. Further meetings will be arranged as necessary.

Academic Staff

Academic Staff who are unable to make it in to work must inform the Deputy Head by 8:15am.

Academic work for pupils

In the event of bad weather, staff must ensure that work is available for pupils on Google Classroom through Gmail. Staff are expected to ensure that pupils have access to work. This should be done by 8.50am each day. The Head will inform all academic staff when bad weather is expected and that this action needs to take place.

It is the responsibility of all teachers to make it clear to all pupils that it is the School's expectation that all work set this way should be completed. Teachers should check and give appropriate feedback on all work completed by pupils during these periods.

Support Staff

Support staff must report to their Line Manager by 8.30am with an update of their situation. Staff who are unable to contact their Line Manager must contact the School's Reception. This procedure must be followed for each day of absence to ensure the relevant SLT are aware of staff availability throughout the period of bad weather.

The Bursar will liaise with the Catering Manager, Site Manager and Finance Team, on a daily basis.

School Transport

The Bursar will contact the Site Team and all bus service providers at 7.00am to discuss driving conditions and potential risks. If deemed hazardous the School buses will be cancelled and parents informed by Parentmail.

Catering - The Catering department will endeavour to have five days' food supply in store. The Deputy Head, Pastoral and/or the Bursar having consulted across the Whole School, will advise the Catering Manager no later than 9.45am, of the numbers expected for lunch on the day.

Grounds/Estates - The priority will be to clear snow and ice as quickly as possible, and to make walkways safe. In order to achieve this, the Site Manager will assume the role of making the School safe, and the Maintenance Team will take instruction from him until such time as the area is safe.

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At the beginning of the Autumn Term the Site Manager will ensure that appropriate quantities of salt and grit are in stock and snow shovels are available, if needed. The Grounds Staff will assess the condition of the grass areas and astro pitch, and make every effort to get these usable as quickly as possible.

Housekeeping – the Housekeeping Manager will make a judgement on the day as to whether to delay start times until after 7.00am.

First Aid – the School Medical Room will be staffed provided Medical Staff are able to make it into School. If Medical Staff are not in school an email will be sent out to advise of this and First Aiders assigned to support the School's medical needs.

ABSENCES

- When the School has made the decision to close the School, all staff will be paid as per their normal working day.
- The School expects that Line Managers and HOD's have a plan in place for work that can be undertaken remotely from home, in these circumstances.
- If the School has made the decision to open, and a member of staff is unable to come in for any reason, then this will be deemed as Leave in Special circumstances for domestic (including family and dependant) emergencies and the Leave Policy will be followed.

COMMUNICATION

- There is an expectation for staff to maintain regular communication with Heads of Department/Line Managers, and parents. Accessing school emails remotely will assist with keeping lines of communication open, and staff should familiarise themselves with the correct procedure before the onset of bad weather.
- The School will communicate with staff and parents primarily via Parentmail and email. However, this will be supported with further information on the School's website. The School's email system may also be employed so that staff may check their accounts from home using the School's webmail access.
- All staff have a responsibility to advise the School of changes to their contact details and to ensure mobile phones are switched on and thus able to receive Parentmail text messages.

Ruth Ainley
August 2025

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