

KING EDWARD'S SCHOOL POLICY DOCUMENT

Title: Severe Weather Policy

Policy Category	Parental
Status	Approved
Approved by	Whole School Management Team
Current Author	MHT
Last Approved/Updated	November 2023
Frequency of Review	Biennial
Date of Next Review	November 2025
Application	Whole School
Staff Responsibility	Second Master/Senior Deputy Head

A SEVERE WEATHER CONDITIONS BEFORE DEPARTURE FOR SCHOOL

For instance, if snow falls heavily during the night, arrangements will be as follows:

1. The School aims to remain open if at all possible. However, on the rare occasions when the weather conditions deteriorate unexpectedly overnight and the School is forced to close, because of safety and/or staffing reasons, updated information will be e-mailed to parents and staff and posted via social media, and on the school website and VLE as soon as practicable.
2. If the School is open, **pupils who can reach the School safely** are expected to register as normal. Classes will be taught at least until lunchtime, when the situation will be reviewed. **We are unable to guarantee that a full lunch will be available, as this will depend on whether members of the Catering Staff have been able to reach the School. However, we will make every effort to provide some sustenance.**
3. **Pupils who live in outlying districts:** parents must make their own decisions about whether their children should travel to school, based on the local road, rail and weather conditions. Always err on the side of caution. We will, of course, understand if you decide to keep your child at home, but please telephone/email to inform the School if this is the case:

Senior School	absence@kesbath.com	01225 464313
Junior School	junior@kesbath.com	01225 463218
Pre-Prep	pre-prep@kesbath.com	01225 421681

B THE ONSET OF SEVERE WEATHER CONDITIONS DURING THE SCHOOL DAY

If weather conditions deteriorate during the School day, our normal procedures are to:

1. Provide pupils with lunch before their journey home.
2. Release the whole School in good time to enable pupils and staff to start their journey home in daylight and to give extra time in case of any disruption to school or public transport services.
3. Assist pupils in contacting their parents/guardians to alert them to any changes in timings for the end of the School day.
4. Provide onsite supervision by members of staff until all pupils have departed/been collected.
5. Allow parents, particularly those living in outlying areas who are concerned about the effects of the weather on travel arrangements, to pick up their children earlier in the day. Parents in this category should always report to the appropriate School Reception (either in Nethersole House, the Junior School or the Pre-Prep School) **before collecting their children**. **There is no need to telephone first.**
6. Post a notice on the school website (www.kesbath.com), which will be updated as necessary, email information to parents and post via social media
7. The School will be open the following day unless an announcement is made to the contrary on the school website or via email.

PLEASE ISSUE CLEAR INSTRUCTIONS TO YOUR DAUGHTER/SON (SENIOR AND JUNIOR SCHOOL PUPILS ONLY) FOR USE IN THIS TYPE OF EMERGENCY, TO ENSURE THAT THEY HAVE YOUR UP-TO-DATE DAYTIME CONTACT NUMBERS.

PLEASE ENSURE THAT THE SCHOOL HAS BEEN INFORMED OF ANY RECENT CHANGES TO YOUR TELEPHONE AND E-MAIL CONTACT DETAILS TO ENSURE THAT YOUR SCHOOLCOMMS MESSAGES ARE RECEIVED.