

Extreme Weather Procedure

Introduction and General Advice

In the event of extreme weather such as heavy snowfall, please always presume that the School will be **open** the School will be open, although we cannot guarantee to run lessons and activities as normal. Senior members of the School, resident staff and other available members of staff who live locally will supervise children, and hot food will be available.

Leighton Park School has a wide catchment area and it is acknowledged that whilst conditions on the Park may be fine, this may not apply to other parts of the School's catchment area. If it is necessary to operate the extreme weather procedure, communication will be made in line with the School Snow Plan below.

Please note that no student or member of staff is expected to travel in poor conditions if doing so puts them or others at risk. Provided it is safe to travel all staff should travel to School unless differing advice is given on the website or by line managers.

Advice and Guidance on making a decision

To better coordinate our responses to snow, the School will refer to the School's Snow Plan: Guidance and Arrangements Appendix A.

The School will restrict its opening for day boarders if, in the opinion of the Head, and based on the best advice available to him at the time, the risk to students, parents and staff from travelling in to school is too great. Please note the following sources of information that you will need to monitor during the period covered by the Snow Plan:

1. The latest written update available to parents, students and staff will be available on the website's homepage: <http://www.leightonpark.com/>
2. Detailed updates will be available to staff via email.
3. <http://news.bbc.co.uk/weather/forecast> please search for the Reading area and note both the 5 day forecast and the next 24 hours forecast.
4. http://news.bbc.co.uk/local/berkshire/hi/tv_and_radio/ Radio Berkshire (available online or on 104.1FM, 104.4FM, 95.4FM, 94.6FM & DAB) provides information on general information, information on transport.

Exceptionally, there may still be times when the School has to close completely or close to day boarders alone. If you need to telephone the School, please do so via the Boarding houses. This will be publicised on the School's website (please remember to press "refresh" if you are accessing the website over a period of time as this will allow access to updated information).

The school will only be closed to day students if one or more of the following conditions apply:

1. Insufficient staff are able to come in to keep the school running safely.
2. Conditions on site are dangerous.
3. Conditions are considered to be or are anticipated to later become too hazardous for travel.

Communication of the decision

Should the School have to close during the day this will also be announced on the website, and the School will contact parents, at the earliest opportunity, on their mobile phone numbers with an SMS message.

The School taxi and bus company will be notified of an early closure and we would expect them to provide as full a service as is possible given the weather situation with a departure time as near to the time of closure as possible. We will not allow students to travel on the School bus or taxi at a different time to normal, without having first received permission from a parent or guardian. In extreme cases, the school will always provide care for all its students, including overnight provision if required.

We ask that parents ensure the School possesses full and accurate, up to date information of all contact details (home, work, mobile numbers and email addresses), including the contact details of at least two people. This is especially important for our boarding community. Parents can provide this updated information either in writing or via email to jenniesutton@leightonpark.com

Following the decision

If the school must close during the day, facilities at the School will remain open for those students who cannot return home until their parents arrive. Special provision will continue for our boarding community.

Please ensure that in the event of an early or unexpected closure, you have notified your child's Housemaster or the School office giving permission for your child to leave early. No child will be allowed to leave School premises without such authorisation.

Author:	Eddie Falshaw, Deputy Head
Sign off:	Matthew Judd, Head
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Snow Plan: Guidance and Arrangements: Appendix A

Phase	Indicators	Educational	Internal Arrangements
1. Preparatory Phase	Snow is Forecast Gritting in progress on public major roads	Education: Normal school in progress. Communication: Parents and staff should monitor the school website.	Maintenance/ Grounds: salt/grit will be used if necessary
2. School Open	Light Snow is Falling or Expected to Fall 1. Public Roads are Open 2. Public Transport is running 3. School Busses are running.	Education: 1. Normal school in progress. 2. Field sports may be restricted 3. Lesson 1 may be cancelled if a high proportion of students arrive late Communication: Parents and staff should monitor the website and their email for messages. NB unless told otherwise by email or on the website the School will be open	Academic and Support Staff: All staff are likely to be in school. Maintenance/ Grounds: Start clearing snow gritting starts Reception: Open Catering: Available
3. Restricted Opening	Medium Snow is Falling or Expected to Fall 1. Roads passable but speed limits are reduced and delays likely 2. Restriction on some public transport services 3. School buses operational but subject to delay	Education: 1. The School will open for students in exam years, i.e. Year 11, 12 & 13. 2. Public exams will be sat at school. 3. Mocks or internal exams can either be taken at school or Emailed home. 4. Work should become available via the download page on Google classroom. 5. The School may operate a reduced timetable of lessons between 10am and 3pm (with a short break at lunch) Communication: Website will provide information about school timings and transport, with regular updates with every development. Updates will be timed.	Academic and Support Staff: The majority of staff are likely to be in school. Maintenance and Grounds: Clearing snow and gritting are the priority work. Reception: Open Catering: Available but may be limited
4. School Closed	Heavy Snow is Falling or Expected to Fall 1. Extreme weather warning issued by Met Office 2. Public buses likely to be cancelled	THE SCHOOL WILL BE CLOSED FOR DAY BOARDERS AN ALTERNATIVE PROGRAMME WILL BE PUT IN PLACE FOR OUR FULL BOARDERS	Academic and Support Staff: All resident staff helps with supervision of students in houses. Only staff who can get to school safely, i.e. by walking , 4x4 or public transport should come into school

	<p>3. School buses will be cancelled</p> <p>4. Snow forecast of 10cm or more</p> <p>5. Severe disruption on the roads</p> <p>6. Police warning people not to undertake unnecessary journeys</p>	<p>Communication: website will inform staff and parents when the school will be closed and when it will reopen.</p>	<p>Reception: Staffed if possible. Message left on school phone</p> <p>Catering: Available to Boarders</p> <p>Maintenance and Grounds: Clearing snow and gritting remain the priority if possible</p>
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