

POLICY - SEVERE WEATHER

Policy owner	DFO
Policy last reviewed	August 2021
Policy next review date	August 2022
Policy audience	Staff

It is always the school's aim to remain open except in the most extreme circumstances where we would be required to close because there is a risk to the health and safety of staff and pupils.

When the school is open during adverse weather conditions

During adverse weather conditions, we will ensure that there is always a body of staff including a member of the Senior Leadership Team available. This is to enable those pupils who are able to reach school, such as those within a walking distance, to continue with their learning. Parents should be aware that in extreme weather conditions, where any kind of travel is not advised, significant staff or pupil absences may result in emergency timetabling being put into effect.

We do appreciate that in individual cases it may not be safe for a pupil to make the journey to reach school. If the school is open, but your daughter is unable to attend school due to adverse weather conditions, we ask you to inform the school office before 9am. If you have difficulty contacting the school by phone, an email to snow@nor.gdst.net would be a suitable alternative way to contact us in this instance.

Information about whether school minibuses are running will either be given directly to parents by the school minibus drivers or will be communicated in advance by a phone call or an inTouch email. If the minibus drivers inform school that they are collecting girls early during bad weather, this message will be passed on to the girls and arrangements made for them to leave school.

After-school clubs may have to be cancelled due to adverse weather – communications will be sent directly to those affected by these cancellations.

In extreme weather, girls may wear boots to school but these must be removed inside school and indoor shoes worn.

Closure for a whole school day

A decision on whether the school will be closed will usually be made the previous evening, but sometimes this may not be possible if further bad weather occurs overnight, or as snowfall is notoriously hard to predict accurately.

We will prepare the following communications in the event of a school closure:

- An inTouch email will be sent to all parents at the earliest possible point. This could be from 6.30pm the previous evening to 7.00am on the following day.
- Confirmation of closure of the school will be available on the following website: http://disruptions.norfolk.gov.uk/nccclosures_schools.html
 - After this has been made live, an announcement may be made on BBC Radio Norfolk from 7.00am onwards. We cannot guarantee the earliest time the school will be added to weather updates.
- A message will be posted on our social media pages – Facebook and Twitter which can both be found by searching for @NorwichHigh
- A notice will be put on our school website on the news page: <http://www.norwichhigh.gdst.net/news-and-events.html>
- *Please note that you do not need to call the school to check if the school is closed unless you do not have access to any of the above communication methods*

Leaving the school early due to adverse weather

Should the weather turn worse during the school day and parents are concerned about their journey home, they may collect their daughters early or contact the school office to give permission for their daughter to leave early. Pupils should not however ring their parents to ask to be collected early. Girls who are collected early should sign out at their school reception.

If parents are delayed by the weather collecting their daughter, she will be kept warm and safe in school in the care of a member of staff. Please would parents call the main reception number for their school if they are delayed.