



Glenwood School

Together we will;
respect, achieve and make good choices

Glenwood School Unplanned Closure Policy

December 2020

Glenwood School Policy for Adverse Weather Conditions and interruption to main services resulting in unplanned closure

It is the policy of the school to make every effort to remain open.

The decision to close the school either before or during the school day is made by the Head Teacher.

The school will only be closed as an unplanned closure 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. In the event of snow the main pathways and access at the front of the school must be cleared and salted, before learners arrival. If this is not possible the school will be assessed as being unsafe and will be closed.
3. Conditions are considered to be or are anticipated to later become too hazardous for travel, this will include an assessment of the condition of the main routes to the school, many of which are hilly.
4. Interruption to main services results in all or part of the school being unable to operate safely or without undue hardship, e.g too cold, no water, or kitchen unable to operate.

If the school is to close either entirely or in part;

1. The closure will be notified to the local authority and announced on the school website by the Headteacher.
2. Parents/ carers and transport operators who have registered for the Parent Mail scheme will be alerted to the closure using the Text and Email service.
3. Parents/Carers of learners staying at The Glen will be notified in person and arrangements made for their young person to return home as soon as possible. Every young person will have an emergency plan which includes contacts and methods of transport available if they have to return home due to an unplanned event.
4. In the event of partial closure those affected will be notified and the reasons given.

The school will make all practicable efforts to keep all informed as to the situation with the school during adverse weather conditions, as we appreciate that such conditions and the uncertainty places considerable difficulties on parents/carers. The school understands that during bad weather learners may arrive later than normal.

In the event of the school having to close during the day due to unforeseen worsening weather or similar unforeseen circumstances, parents/carers will be contacted by parent mail and asked to either collect their child or to ensure that someone is at home to receive the child when their home / school transport arrives at an earlier time. All transport contractors are asked to ensure they have made appropriate arrangements with parents/carers. An early closure time will only be contemplated in very extreme circumstances.

If the school is closed to some or all learners due to loss in part of a main service a decision will be made as to the expectations of staff.

On school days where the school is closed to learners due to snow, the expectation is that all site staff who can safely get to school will work on clearing the main routes around the school. During adverse weather conditions, the playground may be out of bounds for leisure times.

At such a time staff will receive a message that endeavors to make it clear whether or not the school is closed to all, in which case no one will be expected to attend or if it is closed to learners but not

staff. If the school is closed to learners but not to staff it is likely that teachers will be advised that they may work at home, the expectation being that they will be available via phone or email throughout the day but that support staff should attend the school. If support staff would rather not attend but could safely do so, they may contact the head and ask to take the day as unpaid leave. No member of support staff other than site staff will be expected to attend if the headteacher is not attending, in this event all staff will be paid normally.

Throughout periods of severe weather, all site staff must place a priority on removing and / or treating hazardous areas. All other staff attending will be expected to assist if possible.

In the Head Teacher's absence the Deputy Headteacher or Senior member of staff will assume the responsibility for making decisions.

It is expected that all staff will make every reasonable effort to get to work.

Where normal travel arrangements have broken down, all possible alternatives should be explored.

Notwithstanding the above, the school acknowledges that health & safety considerations are of paramount importance and staff must undertake their own assessment of risk regarding travel.

Where any individual member of staff is unable to get to work, or are likely to be significantly delayed, they should inform their line manager at the earliest opportunity, and, if appropriate, give an indication of expected arrival time.

Where a member of staff arrives at work late due to severe weather conditions they will not be required to make up the lost time and will not suffer any loss of pay.

Where it is not possible to undertake any work from an alternative location, the individual must agree with the Headteacher how the absence will be treated and whether it will be paid or unpaid.

Transport Contractors are asked to make decisions regarding local conditions as are parents/carers. Absence of a learner due to the decision of a parent/carer in adverse weather will not be logged as an unauthorised absence.