



**'Excellence Together'**



**Wyvern College  
and  
St Edmund's School  
Severe weather  
Policy**

JAN 2019

# Wyvern College and St Edmund's Girls' School

## Severe weather Policy 2018-19

Whilst every attempt is made to ensure that the school remains open throughout the winter, parents and carers must be aware that in exceptional circumstances it may be necessary for Wyvern St Edmund's Learning Campus to either close early or to give notice that the school will not open that day.

### Reasons for closure may be that:

- we are unable to ensure the safety of our students on the site, despite preventative measures such as gritting;
- extreme weather conditions are expected which will mean that students will have a treacherous journey to and/or from school;
- insufficient numbers of staff are able to get to school. This may be due to the distance or the safety of the roads they have to travel to school, or because (as is the case for many of our staff) they are parents of young children whose schools have closed.

### Normal opening

The school will open as normal provided that either the Headteacher or Deputy and a minimum complement of staff can be on the premises by 8.00 a.m. and there are no other concerns about health and safety.

### Actions

Having gathered all the relevant facts and taken any necessary advice, including consultation with the Chair of the Governing Body and the Executive Headteacher of Magna Learning Partnership, the Headteacher will make the decision about whether the school is to open or close. This decision will be made by 7.15 a.m.

### The Headteacher will then arrange to:

- contact parents and carers via the Call Parent texting service
- inform all school staff via email
- ensure that information is posted on the school website and Twitter
- contact Spire FM (by updating their School Closure web page)
- inform school transport providers

### For information regarding possible closure parents should:

- Check mobile for text messages
- Access the school websites: [www.st-edmunds.eu](http://www.st-edmunds.eu) or [www.wyverncollege.wilts.sch.uk](http://www.wyverncollege.wilts.sch.uk)  
Parents and carers are asked not to access the website until after 7.15 a.m. as information may not be up to date until that time.
- Listen to the regular updates on Spire FM and check their website: [www.spirefm.co.uk](http://www.spirefm.co.uk)

***If there is no information on any of the above, parents should assume that the school is open as usual.***

### **Early closing**

If the weather deteriorates during the day and we have serious health and safety concerns about students' journeys home, parents will be contacted to give permission for their child to leave the school site.

It is essential that during periods of severe weather we are able to make contact with parents and carers immediately. **Parents and carers are requested to keep their mobiles to hand if severe weather is expected, and to respond by return to any requests for permission.** No child will be sent home without permission from their parent or carer.

Information about an early closure will also be posted on the website, Twitter and Spire FM.

### **Review cycle of policy**

This policy will be reviewed by the Headteacher every year in accordance with the school's review cycle.

**Policy author:** Nicola Bull

**Policy reviewed:** January 2019