



# Blaengwrach Primary School



## SEVERE WEATHER POLICY

### 1. General Principles

1.1 During severe weather conditions all employees must attempt to attend their usual place of work if it is reasonable to do so in the circumstances.

1.2 Where attendance at the usual place of work is impossible, then the employee concerned must telephone the Headteacher at the earliest opportunity to notify them of their circumstances.

1.3 In circumstances where an employee is not considered to have made a reasonable attempt to attend work because of severe weather conditions, the Headteacher will determine whether or not a deduction from pay will be made.

### 2. Guidelines

2.1 Where an employee has made an attempt to attend the usual place of work at the normal starting time but fails to do so because of the weather conditions, and has informed the Headteacher, then subject to the discretion of the Headteacher special leave will be granted.

2.2 Where an employee does not contact the Headteacher to confirm that attendance at the usual place of work is impossible because of the weather conditions, special leave may not be granted and pay may be deducted dependent upon the circumstances of the individual employee.

### 3. Other Matters

3.1 It is considered reasonable for most employees to attempt to walk to their place of work, dependent upon the weather conditions at the time, the nature of the route and the distance involved. However, employees who have a medical condition or disability which prevents them from attempting to walk to work during severe weather conditions will not be penalised for their inability to attend work. Those employees affected in this way are still required to contact the Headteacher so that if possible, alternative arrangements may be made.

Please note that if you do not attempt to contact the Headteacher to indicate that you have difficulty in attending work during severe weather conditions, you may not receive pay for that day.

### **Procedures To Follow:**

In the light of severe weather conditions during the evening/night time;

- **Headteacher** to contact **Caretaker** to make decision
- **Headteacher** to contact **Chair of Governing Body** to inform decision
- **Headteacher** to contact **Secretary**
- **Headteacher** to contact **Pupil Parents Support**
- **Headteacher** to use Teachers2Parent facility to inform **parents & staff**
- **Headteacher** to use Twitter to publicise the closure

*Headteacher has the facility to carry out these procedures from home via the internet.*

In the light of severe weather conditions during the school day:

- **Headteacher/Senior Staff** make decision (Risk Assessment to be completed)
- Contact **Chair of Governing Body** to inform of decision
- Contact **Pupil Parent Support** on decision
- Contact **ALL STAFF** employed at the school
- **Text** all parents using **Teachers2Parent** about school closure and the urgent need to evacuate the school
- **Headteacher** to publicise the closure on Twitter and on the school website