



BYRCHALL HIGH SCHOOL

Severe Weather Policy

Closure prior to the start of the School Day

If it becomes necessary to close the school early in the event of severe weather, the following procedures will be followed:

- The person who has surveyed the morning conditions, more than likely the Site Manager, will contact the Headteacher to detail the situation at school.
- The Headteacher will determine whether closure is necessary.
- The Headteacher will contact SLT.
- The Head of Business & Finance will inform the Director's Secretary on 01942 827446.
- The Head of Business & Finance will inform local radio stations.
- The radio stations to be informed are: Wish FM, Smooth FM, Real Radio, Key 103 and Magic 1152. This will be carried out by the Head of Business & Finance or the Site Manager.
- The Head of Business & Finance should contact the Web Technician to update Twitter, Facebook, and the Website and the ICT Network Manager to text parents and staff, e-mail students and set the answer phone message.
- The Deputy Headteacher (Curriculum) will contact HODs re: update of VLE.
- Mentors are expected to contact trainees.
- The Head of Business & Finance will contact canteen staff.
- Should students arrive in school, the procedures outlined in '**Closure During the School Day**' must be implemented if a member of the teaching staff is available (see below). The Headteacher must be regularly informed of the situation at school.
- Parents and staff are asked not to contact the radio stations. Staff outside the area of the local radio stations will be contacted by telephone by a member of the Senior Management Team.

Travel to School in Severe Weather

THE SCHOOL WILL REMAIN OPEN UNLESS A DEFINITIVE DECISION IS MADE TO CLOSE.

During severe weather, staff and students are asked to listen to the local radio stations (Wish FM, Smooth Radio, Real Radio, Key 103 or Magic 1152) and refer to the school website for school closures.

Should the weather be more inclement than normal, staff and students are asked to take great care when coming to school.

Closure During the School Day

If it becomes necessary to close the school early in the event of severe weather, the following procedures will be followed:

Years 10 and 11:

Those who can walk home will be sent early, expected to behave sensibly and safely. Students who catch buses will be given advice about the likelihood of buses actually arriving and will be advised to stay in school until buses arrive or parents collect them.

Years 7, 8 and 9:

Those who can safely walk home will be sent early, expected to behave sensibly and safely. Those who catch buses will be kept in school until buses appear or parents collect them. It is too dangerous for younger students who live many miles from the school to attempt to walk home. Students with older brothers or sisters in Years 10 or 11 will be allowed to leave early and make their way home with them. The school will remain open until every student has been collected, no matter how long it takes. Every effort will be made to allow students to telephone home, but this may take some time to organise.

The LA must be informed that the school intends to close. They will be informed of the school's procedures for closure and the safety of students and staff.

Telephone numbers for staff living outside of Local Radio transmission are to leave contact telephone numbers with the School Office.