ISLEWORTH & SYON SCHOOL
FINIS CORONAT OPUS

KEY POLICY

SEVERE WEATHER POLICY

1. Responsibilities

All those on site have a responsibility for their own safety and for the safety of others. This is the case at all times, whether the school is in session or not.

2. Specific Responsibilities

2.1. DURING THE SCHOOL DAY (8.00AM – 4.00PM)

The Headteacher, or if unavailable the Deputy Headteacher (Students), will take responsibility for making a decision about the closure of the school. This will be based on a number of factors as listed in the checklist below.

2.2. AT OTHER TIMES (4.00PM – 8.00AM)

The Headteacher, or if unavailable the Deputy Headteacher (Students), will liaise with senior colleagues and the Site Manager regarding whether to open or close the school premises. At all times and as soon as is practicable, a message will be posted on the school's website and the school's Twitter account about the situation. This will be updated frequently and as the situation changes.

3. Guidance for Parents/Carers

3.1. Our policy is to remain open, unless severe weather conditions result in a health and safety risk for students and/or staff.

3.2. Closure is a last resort. It is highly unlikely and will be avoided where possible. Decisions about school closure are always difficult to make. We will endeavour to check weather forecasts, staff availability, transport arrangements and we will assess the situation on the school site, prior to making a decision. We will not be influenced, however, by the actions of other local schools.

3.2.1. In the event of severe weather, please go to the front page of the school website: www.isleworthsyon.org.

3.2.2. Parents/carers should also constantly check our Twitter account, @IsleworthSyon, for all updates on school status.

3.3. We will ensure that all forms of media are updated as often as possible to keep you informed of developments.

4. Severe Overnight Weather

4.1. Once an assessment has been undertaken, the Headteacher, along with senior leaders, will decide on whether to keep the school open or not.

4.2. A notice will be posted on the school's website and Twitter feed and Hounslow Council will also be informed.

School Website: www.isleworthsyon.org
School Twitter: @IsleworthSyon
Hounslow Website: www.hounslow.gov.uk

4.3. Please check these sites frequently to get updates on our status. We ask parents/carers to be patient in these circumstances.

5. Weather Deteriorating During the Day

5.1. Should the weather worsen during the school day, an assessment will be made on whether to remain open or to close. A decision to close will be made by the Headteacher and members of the Senior Leadership Team.

5.2. Students will be informed of a closure and, in controlled circumstances, they will be supervised in the use of their mobiles so that parents/carers can be informed. Otherwise, we will endeavour to contact parents/carers from school. As far as possible, we will endeavour to only send students in Years 7-9 home once contact with a parent/carer is confirmed.

5.3. Students will be released in an orderly fashion and advised to return home in a safe manner.

5.4. The school will remain open until the last student has left the premises.

6. After-School Activities

Decisions concerning activities for students will be made on the basis of all the available information. It is possible that after-school activities may be postponed or cancelled even if the school remains open during the normal school day. Again, information will be posted on the school's website and Twitter feed.

7. External Examinations

7.1. We will always endeavour to ensure that students are able to sit external examinations as planned.

7.2. If the weather is poor but school is open, do your best to get to school on time. We are allowed, however, to delay the start of the examination in special circumstances, so do not panic!

7.3. If the school has to close, we will either re-enter you for a later sitting, or apply for special consideration. We cannot, however, postpone an examination.

8. Advice to Staff

8.1. No member of staff, teaching or support, should leave the site on school closure, until permission is given by the Headteacher.

8.2. Please do not seek permission to leave whilst students are being evacuated from school.

8.3. If you live a long way from school, the Headteacher will consider individual arrangements once the security of the students is assured.

8.4. If the weather is extreme, there may still be circumstances when staff are required in school. This will be at the discretion of the Headteacher.

8.5. When the school is closed and staff are not required, a message will appear on the website. We will also endeavour to make contact with all Line Managers via text message to keep staff updated.

9. Evening Lettings – External Organisations

Decisions about evening lettings will be made taking into account all the available information. Decisions will be relayed to external organisations by telephone where possible. Otherwise, information will be posted on the school's website.