



The Evolution and Henslow School

Bad Weather Plans and Unforeseen Circumstances



In the event of bad weather/unforeseen circumstances:

1. Head Teacher and Deputy (or other responsible teacher) to ring around school staff checking if they seem able to make it in. If staff are able to text in their availability as early as possible following bad weather this is really helpful.
2. Head Teacher to ring line managing Director or other available Director to discuss the conditions/situation. Agree whether to;
 - a. Go ahead with a normal day.
 - b. Go ahead with a skeleton staff for those students able to make it in.
 - c. Agree a late start in order that people have time to travel safely (particularly in icy conditions) or school has time to plan for any changes to circumstances
 - d. Close the school as conditions are too dangerous for travelling/situation is too serious for a normal school day
 - e. Consider appropriateness of setting work for students remotely.

This decision should be based on the following information;

- Advice from Police/Government and other agencies about conditions and the forecast/guidance regarding unforeseen circumstances.
 - Access to the school premises for cars and emergency vehicles and safety around the school site.
 - The ratio of staff to students to ensure safety and reasonable functioning of the school, including the impact of timetable changes for students especially where students are autistic.
 - Risk for students travelling, bearing in mind that many of our students live in very rural care homes.
3. Head Teacher and Deputy Head Teacher to confirm decision with school staff (probably via Staff group WhatsApp) and to contact houses/day students to confirm whether school is open and if so to find out who is likely to make it in.
 4. If Head and/or Deputy are unable to be in, then consideration must be given to suitable oversight of the building for the day.

<i>Last Reviewed</i>	<i>June 2023</i>
<i>Next Review due</i>	<i>June 2024</i>
<i>Reviewed by</i>	<i>Headteacher</i>