

**Winchester House School**  
**Adverse Weather Procedure**

Version 1

Responsible Governor: N/A

Last reviewed: Nov 24 (KMA & SMT)

10.3.23 (SL)

12.6.23 (AJL)

Adopted by Governors: n/a

Next review due: Sep 26

## **Adverse Weather Procedure**

Adverse Weather refers to conditions which make the site hazardous and/or may cause harm/injury eg heavy snowfall, severe winds or heavy rainfall. At all times the safety of all users of the School is paramount. All reasonable steps will be taken to ensure that the School will open or remain open to best provide education to day pupils and to look after any boarders in school.

The weather incident may mean that outdoor school activities have to be paused or cancelled. In the event of lightning, outside activities will cease until half an hour after the last sighting of lightning.

Where after-school co-curricular activities need to be cancelled due to adverse weather, children will be supervised until their usual pick-up time and parents will be notified of the cancellation.

If heavy rain or other weather phenomena make pick-up harder and/or more dangerous. Children will be kept inside if possible and staff will relay messages to bring individual children out to waiting cars. Patience and vigilance will be needed by all members of the community at this time.

Where access to site is restricted due to a weather-related incident, a message will be sent to all parents at the earliest opportunity. This communication will contain amended pick up/ drop off information which may include a delayed start to the day and/or an early finish. To avoid congestion, it may also be necessary to stagger the arrival/departure of pupils. In the event that it is not safe for an area of the site to remain open, children will be moved to a safe area and a communication will be sent detailing information for parents.

There may be occasions of adverse weather when it is necessary to close the School. The decision to close the School will be made by the Head or, in the Head's absence, a Deputy Head or the Director of Operations in conjunction with senior staff. The decision will be communicated to parents by email on the School Portal and by email to staff by the Head's PA/school office as early as possible.

In the event of closures, teaching staff will provide children with suggested activities although if this is due to snow, families are encouraged to enjoy this relatively rare occurrence rather than looking for their child(ren) to be working at home. If the closure is for longer than 24 hours, then learning will start to shift online.

The school will consider the following.

- Weather forecasts with particular reference to weather warnings.

- An assessment of on-site conditions

- Actions and preparations that can be taken to mitigate the adverse effects of forecast or experienced weather.

- An assessment of which Staff are, or are able to be, on site.

- Scheduled events and any actions needed with regard to postponement or cancellation.

- The timing, nature and frequency of communication to the WHS community.