

Each day, discovery.



ELTHAM COLLEGE

Extreme Weather Protocol

Last reviewed: November 2017



1 Introduction

In the event of extreme weather such as snow or flooding, the school will take advice from the relevant authorities and make an active decision about whether to close. Wherever possible the whole school will remain open, although we cannot guarantee to run all lessons and activities as normal. Members of the Senior Management Team and other available members of staff who live locally will supervise children, and hot food will be available if at all possible. As a general rule, the school will look to make a decision before 7am.

2 Communication

If it is necessary to close the school, a message will be placed on the Headmaster's Twitter feed (@ElthamHead) immediately. As soon as possible thereafter a message about the closure will be placed on the school website, and all parents and staff will receive an e-mail to that effect.

If our coach operator or school minibuses are unable to provide their normal service, this will also be announced on the website and by email to the parents of relevant service users.

Information regarding sports fixtures and other extra-curricular or out-of-hours activities will also be updated on the website.

3 Staying safe

Eltham College has a wide catchment area and it is acknowledged that whilst conditions in Mottingham may be fine, this may not be true for other parts of the school's catchment area. No pupil, parent or member of staff is expected to travel to school in poor conditions if doing so puts them or others at risk.

Parents should contact the school office and leave a message explaining if their son or daughter is unable to travel to school because of extreme weather conditions.

Staff unable to complete their journey to work should take the same steps as they would for any other unplanned absence (i.e. advising their line manager, and alerting the relevant contact if teaching cover is required).

4 Closures During the School Day

Should the school have to close early, this will be announced on the website, on Twitter, and all parents will be sent an email and a text. Special arrangements will be made with our minibus drivers and coach contractors, who may be asked to operate the school runs early if conditions look set to deteriorate. Facilities at the school will remain open for any pupils who cannot be collected in advance of the usual time.

5 Contact Details

It is in every family's interest that the school has full up-to-date contact information (including email addresses and mobile telephone numbers). It is essential that parents keep the school informed of any changes in these details, either in writing to the School Office or by e-mail to schooloffice@eltham-college.org.uk.