



CHISLEHURST SCHOOL FOR GIRLS

Policy Document

Policy Name: Adverse Weather Policy 2026-27

Date of Last Review: October 2026

Date of Next Review: October 2027

Most Recent Updates: September 2025

SLT Responsible: MFr

Guidelines for Staff - Adverse Weather Conditions and Other Disruptions Policy 2026-27

The following guidelines cover those circumstances where attendance at school is difficult either because of the weather or other reasons, including industrial action.

- 1 These guidelines are intended to cover all staff in the School.
- 2 The Headteacher will tell parents what conditions at the school are like but the decision whether to send students home rests with parents themselves (or in the case of older students with the students themselves).
- 3 The School will do its utmost to open wherever possible. The school has a responsibility to provide a service and whenever possible that service should be provided as advertised. The welfare of employees battling through adverse weather conditions must be weighed against the welfare of students who, for whatever reasons, expect to be in the care of the School from 8:30 a.m. to 3:30 p.m.
- 4 In this context, and by the fact that it is an abnormal situation, the care of children is a paramount consideration, even if no other service can be provided.
- 5 If insufficient staff are able to attend for the normal timetable to proceed, those staff that do arrive should arrange a suitable programme of education for those students who come, bearing in mind the staff resources available and the student numbers. It may be necessary to keep students together in the School Hall for this purpose but some sort of programme, possibly based on consideration of the difficulties themselves, should be practical. See no. 10.
- 6 The School should only be closed because either:
 - No staff (including non-teaching staff) have been able to arrive.
 - It has been severely damaged (e.g. by fire); there is a breakdown of services (e.g. heating, toilets) or the condition of the premises makes operation impossible.
 - The premises are required or requisitioned for emergency use.Partial closure may be necessary for similar reasons.

The Site Manager will contact the Headteacher by 5:45 a.m. to advise her of access to the School.

- 7 In the event of closure, every effort should be made to inform:
 - Parents or students. No child ought to be sent home unless the Head teacher is satisfied that they can reach home safely and that upon arrival can get in or can stay with friends or neighbours with the approval of her parents. This information should if possible be obtained in advance of any emergency arising;
 - Other users, so that they may take whatever steps they consider to be necessary in relation to their own function, e.g. catering and cleaners.

- **Consideration should be given to the best method of informing the school community: text, email, The School's communication feed, School website statement.**

- 8 It is possible that the School's own transport operations will be suspended by the contractors after consultation with the School. In this event the School will endeavour to advise the parents but parents should realise that the School or the contractor cannot guarantee that it will be practical to do this and parents should be made aware of this when transport is arranged. If the contractor feels it is essential to take children home early then considerations about receiving the child at home set out in 7a above have to be taken into account.
- 9 If the Headteacher is unable to reach the School, everything possible will be done to contact the staff who have arrived to discuss the arrangements which they are to put into operation. This is particularly important if the only staff who arrive are non-teaching staff. SLT may have access to the Head's study.
- 10 In the absence of the Head the next most senior member, or members, of staff puts into action the following plan:
 - a Staff sign in on arrival.
 - b Students assemble:

Years 7-9	Hall
Year 10	Gym
Year 11	Conference Suite
Years 12 & 13	Common Room
 - c students are then directed to their zones.

Sixth Form	=	Common Room
Year 11	=	South
Year 10	=	East
Year 9	=	North
Year 8	=	Upper Main
Year 7	=	Lower Main
 - d Year teams supervise girls in these areas until the member of staff in charge can decide whether sufficient staff have arrived to maintain a normal timetable or not.
 - e Telephone message made available on the answer phone for parents.
 - f If normal timetable may **not** be resumed, the member of staff in charge must decide whether to:
 - Close the School (bearing in mind 7a above) immediately.
 - Keep the School open but send students home early.
 - Construct temporary timetable/activity arrangements in the areas under 10c.
 - Staff who are at home should log on with their staff laptop and teach remotely
 - Work may also be set on Satchel, where this is not possible.
 - g If normal timetable is resumed, with staff present covering for absent colleagues, or teaching more than one small group together, this must be done as soon as possible.
 - h Decide whether the school may be open the following day and send home a letter by student post to inform parents. The answer phone must be set up for the following day if the school is to be closed.
- 11 The Headteacher or other staff finding themselves in charge in such circumstances will contact the Education department only if they are in difficulty. Such adverse conditions are often accompanied by communication problems and to assist in the dissemination of information from the Education Department the "information cascade" will be used (see LBB Circular 50/87).
- 12 Staff should make reasonable efforts to get to work having regard to the travelling conditions.
- 13 These guidelines will be reviewed from time to time in the light of experience.