

Re-approved: July 2016

Review Date: June 2017

Severe Weather Arrangements

In the event of disruption caused by heavy snow, the prime concern of Trinity Academy will always be the safety of the pupils and staff. Weather forecasts will be monitored closely during the winter months but a decision to close the Academy will only be made in exceptional circumstances.

There are certain factors that may lead to the Academy closing, for example:

- There are not enough members of staff to be able to provide satisfactory care for pupils.
- The severity of the weather conditions are such as to make it unlikely that many people will be able, physically, to make it into the Academy.
- The Academy cannot provide lunch for the children.
- The Academy grounds are insufficiently safe for children, parents and staff.
- The Academy has insufficient heating.
- The Academy has inadequate lighting and hot water across the site.
- External agencies, e.g. police, local government, motoring organisations, are advising against travel in our region.

In the unlikely event of closure, we will always try to give parents as much notice as possible. The most reliable source of information is the Academy website.

If the safest decision is to close the Academy, we will post this on the website as soon as possible and normally by 7.30am on the day. Those who don't have internet access can telephone the Academy's mobile emergency telephone number:

If for safety reasons we have to decide on closure part way through the day because of deteriorating conditions we will update the website and use the text system to inform parents/carers. Please discuss arrangements with your child to ensure that they are clear about where to go and how to communicate with you in the event of early closure.

Regardless of weather conditions public examinations are never rescheduled.

If the Academy is closed it is the responsibility of the Headteacher to ensure the following:

- The decision is ratified with the Chair/Vice Chair of the Board of Trustees.
- The Academy website is updated.
- The information "snow tree" is activated (staff contact information).
- Notices are placed on the entrances advising visitors, parents and pupils that the Academy is closed.
- The Academy is appropriately staffed and there is someone on site to deal with any pupils who arrive at the Academy unescorted until parents or emergency contacts can collect them.

Staff Attendance

Although, it is recognised that severe weather conditions may make it difficult for staff to get to and from work, unless directed to the contrary by the Headteacher, then the expectation is that staff will present themselves for work. It is appreciated that the journey may take longer than normal and therefore some staff may not be able to arrive before the normal start of the Academy day.

If the Academy is closed to children, again in severe conditions, staff must make a judgment about the safety of travelling and inform the Headteacher as soon as possible. Staff who live within walking distance of the Academy must make every effort to attend, provided the paths within the Academy have been cleared. If staff cannot attend the Academy they must work from home on planning, marking, preparation of teaching resources etc. All staff should be able to access the staff server and Academy email.

Clearance of Snow

Within the site, the Academy is responsible for snow clearance and the clearance of paths. The clearance of public roads and public paths is the responsibility of the Highways Department and the Local Authority.

Children's Safety within the Academy

If there is any question of children's safety being at risk, the Academy has a responsibility in inclement weather to keep pupils indoors.

Prior to pupils being allowed outside in the grounds, they will be advised of the dangers associated with snow so that they understand the risks when playing with snow.