



Highclare School

EXTREME WEATHER POLICY AND GUIDANCE

The purpose of this policy is to provide guidance to the School community in the event of adverse weather conditions. Adverse weather conditions may include both extremes of heat or cold and conditions which are deemed dangerous for travel to and from School. Advisory information from the Met Office or other agencies will be taken into consideration when making decisions.

Highclare School aims to remain open at all times during the normal School day. However, should the conditions around the School be a cause for concern in the morning, the School will contact parents and staff via official text message between 6.30am and 7.30am (staff between 6.00am and 7.00am), in the event that the School would be closed. News will also be published on the School's official website and sent by email.

Should School need to close due to worsening conditions, a message will go out via official text message asking parents to collect their children. Please ensure the School has accurate contact information. News will also be published on the School's official website and sent by email.

On receipt of the text message, parents are asked to arrive at the School to collect their children as soon as possible and without telephoning first.

Senior School pupils – parents of pupils in the senior school will be notified as above but pupils will be permitted to make their own way home if that is their normal mode of travel, unless parents contact school to say otherwise.

In the absence of this specific information, staff, pupils and parents should assume the School is open.

Working from Home (WFH)

On the first day of any closure, work will be set on the VLE for pupils but lessons will not run online to allow staff time to organise and plan for any future WFH days.

If the closure extends further, then WHF procedures will apply.

On WFH days, education will be delivered by the usual staff and following the usual schedule (with minor amendments) but in a virtual manner via Highclare Virtual and the use of Microsoft Teams.

Please see the appendix for guidance published to parents.

Linked policies:

- Health and Safety
- Slips, trips and falls
- Remote Learning Policy

Adopted by the Board:	Review Cycle	Most recent review
September 2013	Annual	December 2025

Appendix: guidance for parents

1. Advice related to unforeseen weather conditions:

Should the conditions around the School be a cause for concern in the morning, the School will contact parents via text message between 6.30am and 7.30am, in the unlikely event that the School would be closed. We will also publish the news on the School's official website and send by email.

In the absence of this specific information, please be assured the School is open.

Please note that parents are free to make their own decision about whether to send their son/daughter into School depending on weather conditions in their local area. Parents should advise School in the normal about absence.

Therefore, in the interests of the safety of all concerned, we would ask that parents:

- **Do not ring** School to enquire if it is open on any day when the weather is bad. Latest information will be available on the School website (www.highclareSchool.co.uk) and the School's social media channels. We will contact parents if there is a need.

6th FORM STUDENTS - Young drivers will be given priority to leave School first. If conditions deteriorate quickly, students will be advised to park their car safely on School premises and make their way home according to the procedures agreed with parents by mobile or School phone.

SCHOOL TRANSPORT

School transport will run if the School agrees that conditions are safe, following public transport guidelines. A bad weather route will be in place, avoiding remote or areas likely to be difficult to access. Parents **MUST** inform School if their child is not travelling on the bus due to snow to avoid drivers making unnecessary stops. Should conditions be considered unsafe for School transport, the School's transport co-ordinator will contact parents concerned.

2. Advice related to known and planned-for weather conditions

When it is clear the official weather forecast indicates that a forthcoming adverse weather event is highly likely to negatively impact the area, the School will signal the switch to Work from Home (WFH) mode, whereby education is delivered virtually. Please note that generally a decision will not be made until the day itself to ensure we are not closed unless absolutely necessary.

In doing this, the School will significantly reduce the risks associated with travel and buildings access and egress during poor weather conditions.