

## CODE 1

**BASED ON WEATHER FORECAST  
TEMPERATURES BELOW -3 / LIGHT SNOW OR FREEZING RAIN FORECAST  
PAVOL TO CALL HEADTEACHER AT 07.00 AND BRIEF ON STATUS OF SITE  
NO ACTION IF SITE ACCESSIBLE AND SAFE.**

Code	Weather conditions	Actions	SLT	Staff	Students, Parents/Carers	Admin / Finance Team	Premises Team
<b>1</b>	<p>Cold / Frosty.</p> <p>Possibly icy and slippery underfoot.</p> <p>There may light snow, laying in places.</p> <p>Temperature around zero or slightly below.</p>	<p>Ensure all paths/public areas are salted/gritted and are safe with due care and attention.</p> <p>Astro must be closed if snow/ice covered.</p>	<p>School open.</p> <p>Normal Operations.</p>	School Open.	<p>School open.</p> <p>Normal school uniform requirements expected.</p> <p>Ensure warm outerwear and footwear worn.</p> <p>If incorrect footwear worn to walk to school, ensure a change of shoes is available for school day.</p>	<p>School Open.</p> <p>Ensure all staff aware and have single consistent message for parents.</p> <p>Liaise with the Head's PA to ensure website updated showing status of school.</p>	<p>Be aware of weather forecast and ensure paths etc are gritted the previous evening, and again first thing in the morning.</p> <p>Internal corridors will become slippery. Ensure all mats are in place and areas are checked frequently during the day.</p> <p>Mop dry where necessary. Use wet floor signs as required.</p>

## CODE 2

### BASED ON WEATHER FORECAST

**SNOW FORECAST UP TO 1 INCH / 2.5 CM / FREEZING RAIN AND TEMPERATURES -3 TO -9.**

**PAVOL TO CALL HEADTEACHER AT 07.00 AND BRIEF ON STATUS OF SITE**

**ASSESS SITE WHEN CONCERNS EXIST REGARDING ACCESS**

**HEADTEACHER TO ENSURE COACHES OPERATING NORMALLY IF MAIN ROADS AND ACCESS IS CLEAR.**

Code	Weather conditions	Actions	SLT	Staff	Students, Parents/Carers	Admin / Finance Team	Premises Team
2	<p>Cold -2c and below.</p> <p>Icy with some snow up to 2 inches in places.</p> <p>Be aware of public transport issues.</p> <p>Assess road conditions and consider the advice of LA and Emergency services.</p>	<p>Ensure all paths/public areas are gritted/salted and safe.</p> <p>Gym courtyard, main courtyard and canopy courtyard to be gritted/salted.</p> <p>Ensure heating on and working in all areas – if not go to code 3.</p> <p>Close Tennis courts, and the Astro.</p> <p>Possible closure of turning circle. Advise St Edmund Campion.</p>	<p>Ensure adequate duty staff available and deploy others if necessary.</p> <p>Action wet weather opening and staff areas accordingly.</p> <p>Provide Admin Office with clear message for parents.</p> <p>Ensure website updated showing School Open and Code 2.</p> <p>Check public and home school transport operating normally.</p>	<p>School open Please be on duty promptly if it is your day.</p> <p>Additional staff may be needed to secure the site at key times.</p> <p>Remind tutees:</p> <p>Snowball throwing in designated areas only.</p> <p>Change shoes in school.</p> <p>Keep warm.</p> <p>Ensure laptops updated in school and taken home each night.</p>	<p>School open. Ensure school uniform with correct and warm outerwear worn.</p> <p>If incorrect footwear worn to walk to school, ensure a change of shoes available for school day.</p> <p>Wellingtons/boots may be worn at breaks.</p> <p>Please remind students about their safety around a large busy site in these conditions.</p>	<p>Ensure all staff have consistent message and that this matches web site.</p> <p>Direct parents and callers to web site for regular updates showing School Open and Code 2 status.</p> <p>Depending on the forecast, school should be ready to email parents with updates.</p>	<p>Be aware of weather forecast and ensure paths etc are gritted/salted the previous evening and again first thing in the morning.</p> <p>Cordon off any areas that are unsafe. This may mean closing the car park.</p> <p>Pay particular attention to steps.</p> <p>Ensure all mats are in place and areas are checked regularly during the day. Mop dry where necessary. Use wet floor signs as required.</p>



## CODE 3

**BASED ON ACTUAL WEATHER CONDITIONS OR SEVERE WEATHER FORECAST  
HEAVY LAYING SNOW / FREEZING RAIN / TEMPERATURES LOWER THAN -9  
PAVOL TO CALL HEADTEACHER AT 07.00 AND BRIEF ON STATUS OF SITE  
ASSESS SITE SUITABILITY TO OPEN FOLLOWING WEEKEND OR OVERNIGHT CLOSURE**

Code	Weather conditions	Actions	SLT	Staff	Students, Parents/Carers	Admin / Finance Team	Premises Team
<b>3</b>	<p>Met Office Amber Alert covering area from Slough to Reading.</p> <p>Very cold and icy Snow laying up to 3 inches and drifting with more snow forecast.</p> <p>Parts of site, especially those outside the fence, may be difficult to make safe.</p>	<p>Close Tennis Courts and Astro.</p> <p>Request Grounds company to prepare to clear snow when it has stopped and to grit/salt bus lane and main car park.</p> <p>Ensure heating on and working in all areas</p> <p>Lessons may go online with Teams if heating fails.</p> <p>Check Stir Food are ok to provide lunch.</p> <p>Check status of YBC.</p>	<p>If open decide if early closure required and best time for this. Can lessons continue at home via Teams? Advise staff, pupils and parents of possible move to Teams.</p> <p>Check transport before setting dismissal time. Be aware parents will try to collect if travel advice changes.</p> <p>Provide Admin Office with clear message for parents.</p> <p>Consider reduced timetable or Teams lessons to allow for delayed opening, allowing time for car park to be cleared.</p> <p>Ensure adequate duty staff available, deploy others with key members of staff at high-risk areas.</p>	<p>Monitor web site, Teams, email. Start time will take account of need to clear car park. Note St Edmund Campion car park will be closed.</p> <p>Staff must not arrive at school before being advised the site is open, as this prevents car park clearance.</p> <p>Staff should wear appropriate clothing.</p> <p>Promptly call cover manager if unable to attend, as early information ensures correct decisions are made.</p>	<p>Monitor web site/Teams and social media for opening times.</p> <p>Day may be shortened to allow for safe travel.</p> <p>Students should wear uniform and appropriate footwear.</p> <p>Tutors to check email for lesson information.</p> <p>Please remind students about their safety around a large busy site in these conditions.</p>	<p>All Admin staff to be in office and have single message for parents and callers. Must be same as web site.</p> <p>Direct parents to web site and local radio for further updates.</p> <p>Head's PA and IT to ensure website message is accurate.</p> <p>If open and early closure required, send approved email message after transport confirmed.</p>	<p>See actions and clear areas.</p> <p>Cordon off any areas that are unsafe including car parks. Pay particular attention to steps.</p> <p>Ensure all mats are in place and areas are checked regularly during the day. Mop dry where necessary.</p> <p>Co-ordinate snow clearance of main car park, and route to reception.</p>

## CODE 4

### SCHOOL SITE CLOSED/ONLINE LEARNING

### HEADTEACHER TO LIAISE WITH PAVOL / GROUNDS COMPANY AND COACH COMPANY, TO PLAN SNOW CLEARANCE AND RESUMPTION OF TRANSPORT WHEN IT SAFE TO DO SO AND ROADS HAVE BEEN CLEARED

	<b>Weather Conditions</b>	<b>Actions</b>	<b>SLT</b>	<b>Staff</b>	<b>Students / Carers</b>	<b>Admin / Finance Team</b>	<b>Premises Team.</b>
<b>4</b>	<p>Met Office Red Alert for Slough and Reading area. Severe winter weather leading to widespread disruption to all forms of transport. A guide would be 4+ inches of snow with drifting in places and further snow forecast. Likely to be very cold and icy underfoot. Road conditions likely to be very difficult and travel advice to stay at home, especially if local authorities unable to clear minor roads.</p> <p>Snow cannot be cleared easily to make site safe.</p>	<p>No access to school site for staff and students and all lets.</p> <p>Normal timetable to operate via Teams.</p> <p>Coach Company will not operate</p> <p>Work to begin on site snow clearance where possible, but only once snow has stopped.</p> <p>Grounds company will clear/salt/grit car parks, bus bay and courtyards.</p> <p>Assess situation regularly for next day.</p>	<p>Ensure website updated to Code 4. Social media updated. Radio stations informed.</p> <p>Staff will also be communicated with via Teams, email and the web site.</p> <p>Advise YBC and Stir Food.</p>	<p>School closed.</p> <p>Lessons via Teams and follow normal timetable.</p> <p>Check website regularly for updates.</p>	<p>School closed.</p> <p>Normal timetable via Teams.</p> <p>Website, Teams and social media, along with radio stations will reflect changes to status.</p> <p>Likely to go to code 3 in the first instance</p> <p>Teaching will continue via Teams if an extended closure in place.</p>	<p>Working from home.</p> <p>Admin to monitor email via office 365.</p> <p>Finance to continue normal tasks where possible.</p> <p>Cancel all Lets. No access to site.</p> <p>Clear message for parents. Lessons continue via Teams.</p> <p>Ensure website reflects correct status. Liaise with IT and Head's PA.</p> <p>Email messages required when school to reopen.</p>	<p>Monitor site.</p> <p>Request grounds Company to prepare for snow clearance once snow has stopped falling.</p> <p>Priority is main carpark, bus bay pedestrian path from car park to reception and 1m wide central courtyard path.</p> <p>Discuss with Headteacher override of heating controls if temps below -6 for extended period.</p> <p>Ensure all mats are in place and school checked AM/PM.</p>

**Possible School Day for code 3\*:**

40 min lessons

09:30 until 09:40 tutor time – reinforce safety messages and timings of day

09:40 until 10:20 period 1

10:20 until 11:00 period 2

11:00 until 11: 20 break (in canteen (including canopy) and hall)

11:20 until 12.00 lesson 3

12.00 until 12:40 period 4

12:40 until 13:20 Lunch

13.20 until 14.00 lesson 5

Hall will be open for students who need to wait for transport