

**CODE 1**      **BASED ON WEATHER FORECAST**  
**TEMPERATURES BELOW -3 / LIGHT SNOW OR FREEZING RAIN FORECAST**  
**PAVOL TO CALL PAUL 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 be light snow, laying in places.</p> <p>Temperature around zero or slightly below.</p>	<p>Ensure all paths/public areas salted / gritted and are safe with due care and attention.</p> <p>Consider closing area behind sports hall.</p> <p>Astro must be closed if snow covered.</p>	<p>School open</p> <p>Normal Operations.</p>	<p>School open</p>	<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 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 Jenny to ensure website updated showing current status.</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</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 PAUL AT 07.00 AND BRIEF ON STATUS OF SITE.**

**ASSESS SITE WHEN CONCERNS EXIST REGARDING ACCESS**

**PAUL TO ENSURE APPLE OPERATING NORMALLY IF MAIN ROADS CLEAR AND ACCESS CLEAR.**

Code	Weather conditions	Actions	SLT	Staff	Students, Parents/Carers	Admin / Finance Team	Premises Team
<b>2</b>	<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 salted and safe.</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>Clear Salt / Grit Year Year 7 courtyard, Central and Canopy courtyard areas.</p> <p>Clear Grit/Salt paths at front of school and pathway from Car park to Astro turf.</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>Snow ball throwing in designated areas only.</p> <p>Change shoes in school.</p> <p>Keep warm.</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. Direct parents and caller 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.</p> <p>Pay particular attention to slopes and steps.</p> <p>Ensure all mats are in place and areas are checked regularly during the day. Mop dry where necessary</p>



### CODE 3

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

Code	Weather conditions	Actions	SLT	Staff	Students, Parents/Carers	Admin /Finance	Premises Team
3	<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>Ensure that there is a safe route via canteen gate past canopy to main entrance and from science gate to central courtyard, the year 7 courtyard to gym and front path from admin to car park.</p> <p>Close rear pathways, Tennis Courts and Astro.</p> <p>Request Grounds company to clear snow when stopped and to grit / salt bus lane and car parks and courtyards as required and when clear of cars</p> <p>Ensure heating on and working in all areas</p> <p>Lessons may be relocated or curtailed if heating fails.</p> <p>Check Innovate operating.</p>	<p>If open decide if early closure required. Check transport before setting dismissal time. Parents will try to collect if travel advice changes.</p> <p>Provide Admin Office with clear message for parents.</p> <p>Consider reduced timetable later opening allowing for car parks to be cleared.</p> <p>Ensure adequate duty staff available deploy others with key members of staff at potentially dangerous spots.</p> <p>All SLT on duty ensure work for core subjects on website</p> <p>Keep Innovate updated.</p>	<p>Monitor web site and email for updates. Start time will take account of need to clear car parks courtyards.</p> <p>Staff should not arrive at school before being advised as this simply prevents car park clearance.</p> <p>Staff should wear appropriate clothing.</p> <p>Call cover manager as normal if not able to get in.</p> <p>This information is required early to ensure the right decision is made about opening.</p>	<p>Monitor web site 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 Information boards and email will provide 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 and book transport.</p>	<p>See actions and clear areas.</p> <p>Cordon off any areas that are unsafe. Pay particular attention to slopes and steps.</p> <p>Ensure all mats are in place and areas are checked regularly during the day. Mop dry where necessary.</p> <p>Snow shovelling may be necessary in key areas.</p> <p>Co-ordinate snow clearance of car parks and bus bay.</p>

# Adverse Weather Plan 2019 / 20



**Altwood**  
Church of England School

## **CODE 4 SCHOOL CLOSED.**

**PAUL TO LIAISE WITH PAVOL / GROUNDS COMPANY AND APPLE 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 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. Roads 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>School is closed For staff and students and all lets.</p> <p>Apple coaches 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 Radio stations informed.</p> <p>Staff will also be communicated with via the web site.</p> <p>Ensure work for core subjects on website</p> <p>Ensure canteen staff informed</p>	<p>School closed Check websites regularly for updates.</p>	<p>School closed. Website and radio stations will reflect any change to this status as soon as possible.</p> <p>Decision about next day will be made as early as possible ideally by 7.15 am the next day</p> <p>Watch web site.</p> <p>Likely to go to code 3 in the first instance</p> <p>Check website for work to complete if an extended closure in place.</p>	<p>When open all admin staff to report to front office and deal with calls</p> <p>Ensure all have clear message for parents.</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>Cancel all Lets. No access to site permitted.</p>	<p>Request grounds Company to Snow clear car parks and bus bay then all paths and courtyards ensuring gritted and salted.</p> <p>Consider override of Heating controls to run 24 hours if temperatures are below -6 for extended period.</p> <p>Ensure all mats are in place and areas are checked regularly during the day.</p> <p>Mop dry where necessary.</p>

# Adverse Weather Plan 2019 / 20



## **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: 10 break (in canteen (incl canopy) and hall)

11:10 until 11:50 lesson 3

11:50 until 12:30 period 4

12:30 until 13:10 Lunch

13.10 until 13.40 lesson 5

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

\* Could be a 10 – 2 day might be better for travelling and organising??

### Advice for Staff

Staff should make all reasonable efforts to attend work when the school is open.

Staff unable to attend work as result of bad weather must continue to report their absence in the normal manner as detailed in the school's Wellbeing and Managing Absence Policy. This means calling the absence line 01628 622236 option 4 and stating the reasons for the absence. Please do not email or text.

In the event that bad weather forces the Head teacher to close the school all staff will be paid

In the event that bad weather prevents a staff member from attending work but the school remains open, then such non-attendance will normally be treated as unpaid leave.

The Head teacher may agree alternative arrangements with individuals, such as working from home or at a different location and exceptional circumstances may warrant paid leave. This is at the sole discretion of the Head teacher.