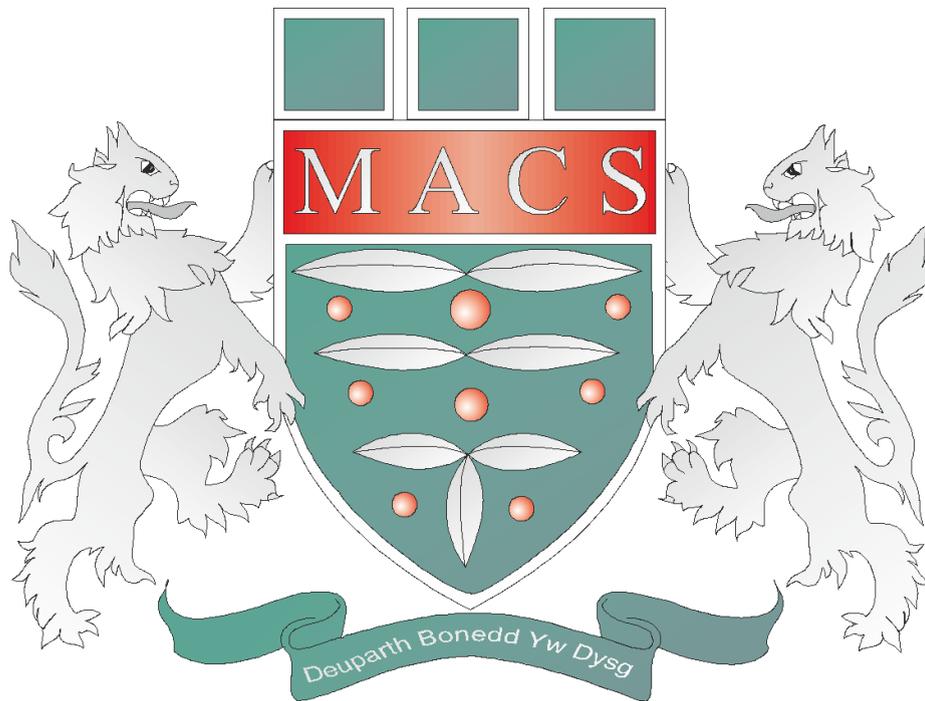


MOUNTAIN ASH COMPREHENSIVE SCHOOL

YSGOL GYFUN ABERPENNAR



EXTREME WEATHER PROCEDURES

Signed _____ *P. James* _____ (Chair of Governors)
Date _____ 23.5.18 _____

Reviewed: May 18
Next review: May 19

Key Objectives

The key objectives of the School's Extreme Weather Procedures are as follows:

- To ensure the safety and wellbeing of all pupils, staff and visitors should the School have to deal with severe, inclement weather; and
- To ensure that all staff are clear about their roles and responsibilities in the event of severe weather and School closure.

The following principles underpin the procedures:

- A service to parents and pupils should be maintained for as long as is reasonably practical.
- The interests and safety of the pupils must be paramount and effective parental contact is an essential part of these procedures.
- Staff will be allowed to remain at home or leave School early if there is a genuine need on the basis of their personal safety; these decisions will be made on an individual basis.

Closure During the School Day

The Senior Management Team will continually assess the situation, acting accordingly and including effective communication to pupils, parents and staff, managing evacuation and early School transport arrangements. Every reasonable effort will be made to contact parents to inform them of the School's closure and to ensure the safety of pupils after they leave the School. Checks will be made with all pupils to ensure they have safe means of getting home. Where there is a delay for collecting pupils by parents/guardians, pupils will remain in School until they are collected.

The Headteacher will grant staff permission to leave the School when it is clear that all pupils can be evacuated or collected from the School. It may be necessary for some staff members to remain and help supervise pupils. Full consideration will be made for those staff members who live a long distance away and/or need to return home if their residence or travel route is affected by severe weather.

Method of Communicating Closure

Once the Headteacher and Senior Management Team have decided that the School should close, pupils, parents and staff will be informed by a number of means:

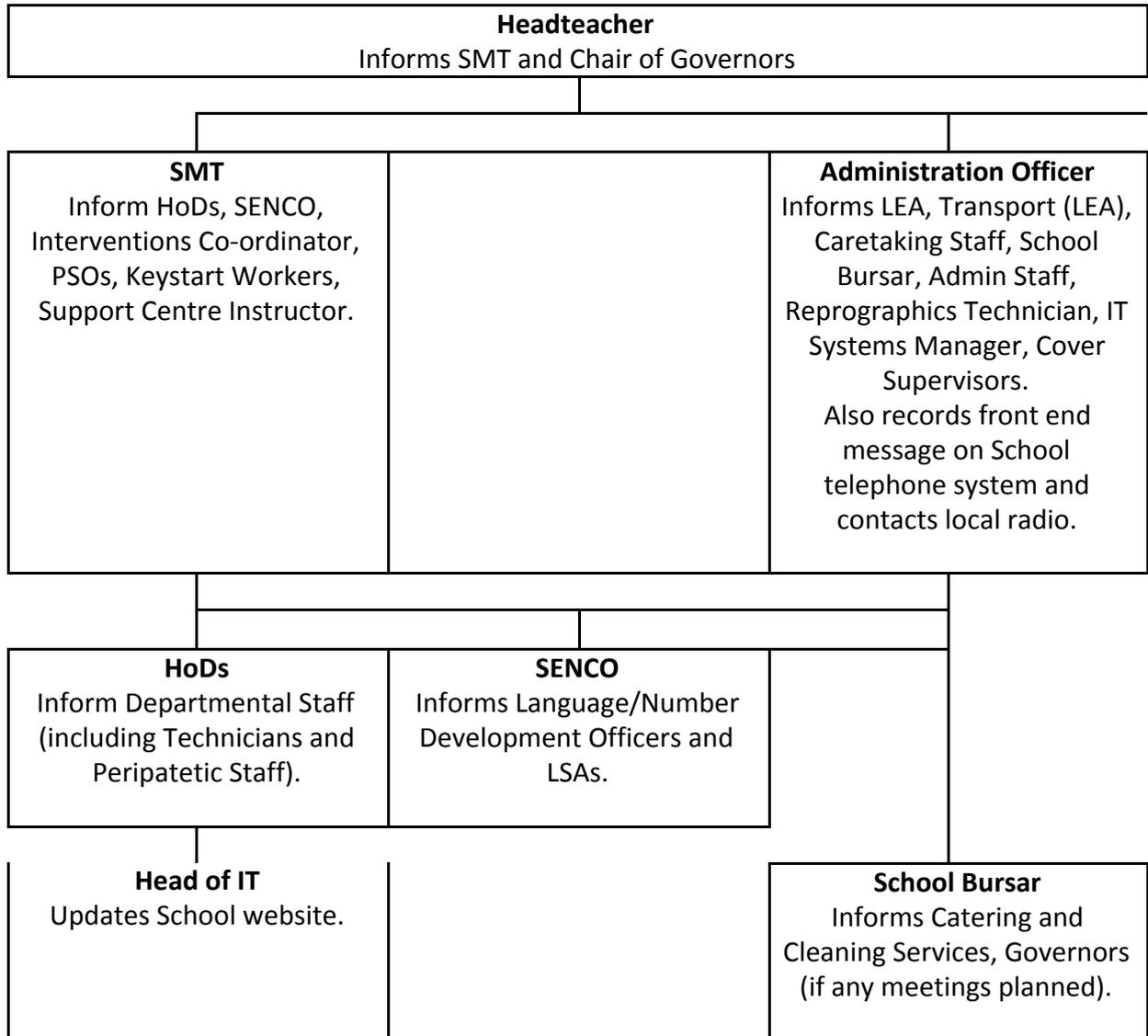
During School Day

- Class to class alerts by Sixth Form pupils.
- School e-mail system.
- SIMS message system.
- Internal telephone system.

During School Day and Out of School Hours

- Both the School's and the Authority's websites. www.macs.uk.net, www.rhondda-cynon-taf.gov.uk
- Front end message on School phone number 01443 479199.
- Local radio stations (Real Radio and BBC Wales).

If the decision is made to close the School overnight, the Headteacher will contact Senior Managers, who will follow the reporting procedure as indicated below:



School Opening and Extreme Weather

In the event of the school being open to all staff and pupils, there is an expectation that every effort will be made to attend where safe to do so.

If there are adverse weather conditions in the staff members' home area preventing usual travel to school, then this must be reported to the school at the earliest opportunity. There is an expectation that every effort is made to make alternative travel arrangements via public transport where available and in service. If all possible alternatives are exhausted and the staff member fails to arrive at school for duty, then they may take this time as unpaid leave.