



# Codsall High Federation of Schools

## Adverse Weather Policy Statement

### Introduction

It is the aim of the federation to provide an uninterrupted education to all of our students throughout the year. To this end, it will be the aim of the school to provide these services in all weather conditions, including periods when there may be extreme ice and snow, whilst ensuring the safety of staff, pupils and visitors.

However; the decision to close the school either before or during the school day will be made by the Executive Head Teacher and the Chair of Governors. The school will only be closed if one or more of the following conditions apply:

- insufficient staff are able to come in to keep the school running safely;
- conditions on site are dangerous;
- conditions are considered to be or are anticipated to later become too hazardous for travel.

All notification will be available on [www.cc-hs.com](http://www.cc-hs.com) [www.bilbrookmiddle.com](http://www.bilbrookmiddle.com) and [www.pertonmiddle.com](http://www.pertonmiddle.com) and where possible we will send a text message to students (parents) and staff.

During anticipated adverse weather periods there will be daily announcements using the school website.

If the weather were to suddenly deteriorate after school has started, then updates about what action the school is taking to secure the safety of student will be made every 30 minutes. It should be remembered that when students are in school they are safe, warm and

can always be fed. The school would never ask a student to leave the premises in adverse weather conditions.

These arrangements also mean that parents do not have to panic and put themselves at risk by travelling in adverse weather conditions.

Parents acting on the assumption that the school will be closed without gaining confirmation, or failing to inform the school of the circumstances that prevents the student coming into school risks their child being registered as an un-authorised absence. Where the school is officially closed, all absence is counted as authorised absence.

In the event of snow and or freezing conditions the School will:

- apply salt/grit to main vehicle and pedestrian access routes onto the site in anticipation of ice or snow to attempt to prevent it forming. Please see attached map to show points of access and for safe routes around the school site;
- aim to maintain safe passage through the main external pedestrian and vehicle routes as far as is practicable within our resources;
- aim to clear snow/ice from the Car Park as far as is practicable within our resources;
- clear snow/ice from building entrances, steps and the most used pedestrian routes;
- make safe any hazards due to areas becoming unsafe e.g. snow fall from roofs, etc.
- expect staff and students to keep to all cleared routes;
- ensure that students are safe once they arrive even if this means they remain in the school building long after normal closing time;
- if the weather deteriorates suddenly we will provide advice on the website regarding revised arrangements.

In the event of a Heat Wave (thermal comfort) the School will:

- utilise the natural ventilation systems of the School, opening all vents, windows and doors whilst ensuring the safety and security of the building is not compromised;
- ensure students' only access the sheltered and shaded areas;
- monitor temperatures to ensure safety;
- actively encourage students to drink water and fluids to ensure they do not become dehydrated;
- monitor our outdoor lessons (physical education) against our risk assessments.

Our Expectations

- for you to wear suitable clothing and footwear;
- for you to keep to routes cleared and maintained;
- to notify the buildings team of any points/areas likely to affect safe passage;
- for you to take due care for your own safety in adverse conditions;
- to ask for support if you need to enter areas that have not been cleared;

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- expect that staff, students and visitors will take due care for their own safety in adverse conditions;
- to be extra vigilant in less used areas and areas that may have less illumination;
- for you to only use the school website to obtain accurate information it will be updated every 30 minutes, do not rely on hearsay;
- Please do not telephone or text students who will be in lessons, it causes a major disturbance and although it is against school rules for students to be using mobile phones during lessons, some students may breach these rules to text or call parents without permission;
- Please visit the school website for all correspondence unless in an emergency situation.

In the event of there being snow or freezing conditions for a prolonged period, the Schools Major Incident Plan may take effect. This will only be as a result of a loss of essential services (electricity, water or gas) or a complete lack of safe travel opportunities. You will be informed of all up to date information via the school's text facility and via the school website.

### School Protocol in Adverse Weather Conditions

Federation procedures in the event of school closure:

- The Business Manager (Neil Eveson) will ring the Executive Head Teacher after talking to the site staff on all three sites to agree a decision about closing or staying open.
- If decision is to close, the Local Authority School Closures web site and the schools web sites will be updated asap (before 7.00am) by the Heads PA. **If there is no text/web message you must assume that school is open** and staff should make every effort to attend. Local Radios will contact the Local Authority for up to date information.
- The Executive Head Teacher will call/text each member of the Leadership Group at Codsall High, The Head Teacher at Perton Middle and the Head Teacher at Bilbrook Middle (In the case of either of these being absent the deputy at that time will be contacted), The heads PA will co-ordinate a text to all staff and students.
- The three sites have a contract with a gritting firm who will grit and clear snow from the access areas around school. All school buildings team have received a map of the schools to ensure key areas cleared and have received manual handling training to ensure the removal of snow is undertaken safely.

### Codsall High:

- Leadership team to contact the Lead Teachers and subject heads within their areas of responsibility
- Lead teachers and heads of subject to contact staff from their own departments
- Helen Zatte to contact Nick Daker (CCHS web site) Gill Bennett, Sarah Beavon

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- Gerry Davies to contact Ian Probert, Yvonne Riley and Donna Croxall
- Dan Robinson to contact Emma Davies, Sharon Page, Alison Straw, Louise Howell
- Business Manager (Neil Eveson) to contact Jayne Higgins, Jeanette Carmell, Sue Freeman, Dawn Hazlehurst, Jane Stanton, Dave Buckley, Donna Ainsworth.
- Donna Ainsworth to contact the lunch time supervisors
- Dave Buckley to contact ICT Team.
- Emma Davies to contact TAs.
- Matthew Stringer-Abbotts to contact the cleaners.
- Jayne Higgins to contact, Eileen Alexiou, Carolyn Collins, Katie Foggin. Lauren Fletcher
- Matthew Stringer-Abbotts to contact all Site staff.
- Carolyn Collins to contact the bus/coach companies
- Sharon Page to contact Laura Brindley.
- Dan Robinson to contact Emma Hensel, Leena Patel.
- Chris Wilson to contact peripatetic teachers.

### **Bilbrook Middle:**

- Andrew Tilley to contact Sarah Crowther, Susan Miller and all teaching staff (CCHS staff if a day they normally work at Bilbrook).
- Susan Miller to contact Ella Underhill, Kerry Melia, agency (cover) staff and Viv Shirley (who will then contact the rest of the cleaning staff) Leigh Freeman who will then contact the Lunch time Supervisors, peripatetic teachers.
- Andrew Cox to contact Lane Green.
- Kerry Melia to contact TAs.

### **Perton Middle:**

- Alex Dadge to contact Neil Straw, Michelle Burrington, Maria Edwards, Jo Cadwallader, Neil Rowley and Sue Lunn.
- Jo Cadwallader to contact – Stacey Powell, Richard Steele, Jessica Richardson.
- Michelle Burrington to contact - Chloe Shelley, Jo Watton, Kirsty Fullwood, Maz Pawar, Nina Takhar, Racheal Wakeman.
- Neil Straw to contact, Liz Brown, TAs, David Lynn, Tracey Spittle and Senior Lunchtime Supervisor (who will then contact the rest of the lunch staff).
- Emma Shepherd to contact Sarah Davies, Debbie Swan, Lucy McWilliams.
- Maria Edwards to contact - Ian Edwards, Amanda Charlesworth, Becky Shaw.
- Neil Rowley to contact John Davies, agency/temp staff.
- Sue Lunn to contact Mike Stackhouse, Jill Prior, Carol Jones and Ann Graham (who will then contact the rest of the cleaners), Georgia Keyes.
- Jo Watton to contact peripatetic teachers.
- Andy Cox to contact Simon Hobbins.