



Severe Weather Conditions Guidance for Parents and Carers

In the event of severe weather conditions, for example a heavy fall of snow, I will need to decide whether the school will be open as usual and, if it is open, whether any alterations to normal school routines need to be made.

All decisions will be based on safety and education:

- Will students and staff be safe as they journey to school, whilst in school and during their return journey home?
- Does the number of staff in attendance make it possible to provide adequate supervision and an efficient, meaningful education for students?

Considerations regarding decisions will include:

- How many staff are able to get into school;
- The condition of the school site and buildings;
- Weather conditions and forecasts based upon information gathered from local Met Offices, The Environment Agency, train services and the bus companies;
- Advice from emergency services and the Met Office regarding travel;
- Possible road closures and traffic congestion.

All information will be posted on the school website as soon as is practicable.

Severe Weather Overnight

If there is severe weather overnight then there are 3 scenarios:

1. The school will be open as usual;
2. The school will be closed. This information will be posted on the website by 7am at the latest;
3. The school will be partially open
 - Lessons may start later in the morning to ensure that enough members of staff can travel to school safely and the site is safe. Specific information will be posted on the website. The school buildings will be open for those arriving earlier than the posted time
 - or
 - only specific year groups may be asked to come to school. This may be because not all members of staff are able to make the journey to school. Year 11 is likely to be given priority.

For scenarios 2 and 3 a text will be sent to all parents and carers.

Severe weather during the school day

Only in extreme circumstances will the school be closed early. The vast majority of students at Reigate School live within a two mile radius of the school and are able to walk home, even in heavy snow. I would urge parents and carers not to collect their child early unless they have a particularly hazardous journey that is likely to worsen before the end of

the school day. If parents and carers choose to take their child out of school early, the absence is likely to be recorded as unauthorised. Only journeys that cannot be made on foot will be considered as possible exceptions.

- The decision to close the school will be made by the Headteacher and other key staff.
- Any decision to close the school early will be communicated within school and posted on the website. A text will be sent to all parents and carers.
- We will notify students and update the website with any alterations to bus and train routes as and when we are made aware of them.

How parents can help:

- Check the school website, text messages, local radio and Surrey Alert www.surreyalert.info;
- Plan ahead – ensure your child has appropriate clothing and knows what to do in a severe weather emergency;
- Only phone the school if it is extremely important. Numerous incoming calls may prevent access to calls which might be required in an emergency;
- Do not keep your child at home or take them out of school early unless it is absolutely necessary.