

Adverse Weather Policy

This policy outlines the procedures which the college will adopt regarding consideration of school closures during periods of adverse weather conditions.

ADVANCE PREPARATION

- School Business Manager will liaise with Interserve FM re facilities and provision.
- Student list will be compiled with advance permission to leave school in event of school closure; permission list to include siblings accompanied by sixth former; list stored in main office and put on C2K Staff area for Form Teacher access.
- Contact list created and details on school web folder for: Met Office, Roads Service, NI Direct, DE, CCMS, EA (W) and post-primary principals (Section 6).
- Leadership Team agree required number of staff and areas of work required to ensure safety of pupils; ratio of staff supervision to number of students.

DECIDING ON CLOSURE

Leadership Team to

- monitor long-term/short-term weather forecast via media and NI Met Office and EA (W) warning codes (Yellow: Be Aware; Orange: Be Prepared; Red: Take Action)
- consider access roads and approaches to school
- judge whether the staff:pupil ratio able to access the school provides for pupil safety on site
- judge, in conjunction with IFM, whether the infrastructure is adequate.

School to close where

- An extreme bad weather warning has been issued by local media/Met Office and advice given that only essential journeys be taken
- Ratio of pupils: staff available within school falls below safety level or is likely to do so based on access to school, locality and transport conditions (1:30)
- Heating falls below 16 degrees in school
- No sanitary or drinking water is available

Inform other school principals and seek, where possible, to co-ordinate closures in the local area

COMMUNICATIONS RE CLOSURE

To Staff

If a decision is taken to close the school during the School Day

- Staff will be informed by the Leadership Team of any changes to normal school day.

If a decision is taken out of school hours not to open the following day(s)

- Staff will be informed by text message (please ensure mobile numbers are up to date) and C2k email (please ensure that you know how to access C2k emails from home)
- Information will be posted on Facebook, Twitter and school website.

To Pupils/Parents

If a decision is taken to close the school during the School Day

- Students will be informed by the Leadership Team of any changes to normal school day.
- Students will be allowed to contact parents by telephone to inform them of transport arrangements and/or make arrangements to be collected.

If a decision is taken out of school hours not to open the following day(s)

- Parents will be informed by text message (please ensure mobile numbers are up to date) and C2k email (please ensure that you know how to access C2k emails from home)
- Information will be posted on Facebook, Twitter and school website.

Identified staff member to issue school text messages

A. McAlister, C. McDaid

Identified staff member to post information on Facebook & Twitter

C. McDaid, M. Mulhern

Identified staff member to communicate with Transport

W. Devine, C. McDaid

Identified staff member to communicate with post-primary principals

M. Mulhern, A. Carlin

SCHOOL REMAINING OPEN

- Independent Learning Centre/Multi Purpose Hall set up as study/cover centre to accommodate students in absence of teachers
- School staff likely to be absent from school to inform Principal on evening before or by 7.30 a.m. on day of intended absence/lateness
- No pupils permitted outside before class, or lunch time
- Additional supervisors in place during morning arrival and afternoon departure of pupils; arranged by Leadership Team
- Cleaning staff to mop entrances each hour/ use of warning cones and signs where appropriate
- Leadership Team monitor weather conditions through local media and Met Office.

EVACUATION OF PUPILS DURING SCHOOL DAY

- Decision made by Principal and Leadership Team will be announced to staff and students, informing them to go to Form Teacher's room.
- Form Teacher will take register and record pupils departing.
- Inform other post-primary school principals.
- Student Leadership Team to report to principals' office / corridor supervision arranged.
- Inform parents by Text, Facebook, Twitter and website.
- Pupils will be permitted to use mobile phones/school phones to contact parents; Form Teacher may release students whose parent comes to collect them or those who have made alternative transport arrangements. Time of release to be recorded.
- Form teachers remain in class with pupils; check C2K Staff area to identify list of students who have permission to make their own way home, prior to allowing students to leave (or, if not available, contact office). Leavers List and Form Class list may be printed and retained in reception and Form Room.
- Office contact Form Teacher by phone upon arrival of parents to collect pupils.
- Restaurant informed of potential closure no later than 10.00 a.m on day if proposed closure before lunch.
- School lunch arrangements may be rescheduled.
- Non Form Teachers to provide supervision of locker areas, restaurant and corridors.
- Announcement by Principal to gather year groups in central location (MPH) once majority of students have left; staff travelling distance permitted to leave premises.
- Leadership Team and IFM remain in school until all pupils have left / premises check.

Where school closure is likely to be extended beyond one day, premises check to be completed by IFM.

Staff reminded to post work on Edmodo or Google Classroom which examination classes can follow during extended period of closure.

Key websites and contact details

www.metoffice.gov.uk

www.roadsni.gov.uk

www.psni.police.uk

michelle.mcswiggan@eani.org.uk

curriculum.supportteam@education-ni.gov.uk

ni_news@bbc.co.uk

CCMS

Ulsterbus

McGonagle's

EA (W) Transport

Foyle Taxis

Derry Taxis

Taxi Company

Radio Foyle

Q102

NI MET OFFICE

NI Roads Service 02871 321600

Police 0845 600 800

EA (W)028 82411303

DENI 028 91279543

BBC News

028 92013014

028 71262261

00353 866003030

028 71361027

028 71263905

028 71260247

028 71361188

028 71 378600

028 71346666

This policy was last reviewed by Leadership Team: December 2017

Due to be Reviewed: December 2018