

Adverse Weather Procedure

John Madejski Academy

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1.0 Introduction

1.1 The Academy will make every effort to remain open whenever possible.

1.2 The decision to close the Academy will be made by the CEO of the White Horse Federation who will inform the Principal. The Academy will only be closed if one or more of the following conditions apply:

1. Insufficient staff are able to come in to keep the Academy running safely.
2. Conditions on site are dangerous.
3. Conditions are considered to be or are anticipated to later become too hazardous to travel.

2.0 In the event of adverse weather conditions before the Academy day starts

2.1 The Academy

2.1.1 The Principal will decide, in liaison with the White Horse Federation, whether the Academy will open, taking into account the conditions at the Academy and the ability of staff to get there.

2.1.2 If the Principal decides the Academy will close, the John Madejski Academy website will be updated by 7am on the day of closure. A text message notification will be sent to parents/carers advising them of the closure. It is important for Parents to undertake the action at 2.2 below in case the messaging system is slow due to the number of Academies trying to use it. A message will also be sent out via Twitter.

2.1.3 The decision may be taken to start the school day later than normal to allow staff and students more time to get into Academy. The process of informing parents/carers is the same as in 2.1.2.

2.1.4 If the Academy is closed when trips/visits are planned, the Principal will make a decision if these will still be able to go ahead. Parents/carers and students will be contacted regarding this decision by telephone or email.

2.1.5. If the Academy is closed when lettings/fixtures are booked, The White Horse Federation will make a decision if these would still be able to go ahead. Those who have made bookings should contact the Academy via telephone to see whether these are still able to proceed. The Academy will, if possible, send an email confirming the decision.

2.1.6. The Principal will notify Reading Council of emergency closure via email (SchoolClosure@Reading.gov.uk)

2.2 Parents and students

When Academy closure is a possibility parents should find out whether the Academy is open by checking:-

- the John Madejski Academy Website (<http://www.johnmadejskiacademy.co.uk>)
- the Academy's Twitter feed

2.2.1 If it is decided that the Academy will open, parents should ring the Academy to advise if students are likely to be late, as is normal procedure.

2.2.2 If parents assume that the Academy is closed, but it is actually open, the absence will be recorded as unauthorised (unless the Principal is satisfied that there are exceptional circumstances). It is the responsibility of parents to check the website and the Twitter feed or to telephone the Academy.

2.3 Staff

2.3.1 If the Principal decides the Academy will close, the John Madejski Academy website will be updated by 7am on the day of closure. An email will be sent to staff advising them of the closure.

2.3.2 If the Academy is open and staff are unable to get into Academy or will be late they should follow the normal absence procedure to notify the Academy as early as possible.

3.0 In the event of adverse weather conditions during the Academy day

3.1 If there is heavy snowfall/other adverse weather conditions during the Academy day the Principal will decide whether it is necessary to close the Academy early.

3.2 The website will be updated and an email and text message will be sent to parents/carers advising them of the early closure. If a student would normally be picked up or is unable to go home they will be supervised in Academy until the time at which Academy would normally end.

3.3 Staff that live furthest from the Academy will be permitted to leave first.

3.4 A skeleton staff will remain in Academy until all of the children have left the Academy site.

3.5 If a parent rings requesting they pick their child up early due to the weather and the decision has not been made to close the Academy, these requests will be considered on an individual basis by the Attendance Officer or other on behalf of the Principal.