



## Inclement Weather Policy – whole School (inc EYFS)

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<b>Author (s):</b>	WBS Head; Head of WSP
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<b>Other related policies and documents:</b>	Transport Policy

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### 1. Introduction

This policy applies to Woodbridge School which includes the Senior School and Woodbridge School Prep. It is in place to ensure that the School minimises the risk to pupils and staff in adverse weather conditions.

### 2. Procedure

Members of the Incident Management Team (IMT) will meet regarding any incident that has the potential to seriously impact our operations, for example when there is bad weather forecasted. Members of the IMT include but are not limited to: The Head, Head of Prep, Director of Operations and Head of Estates. Convening the IMT is very much a judgement call rather than being overly prescriptive in terms of activation criteria. It is the IMT who will meet and make the decision on whether the School opens or closes in the event of bad weather.

The School will endeavour to stay open in the event of bad weather, though depending on the severity of conditions, some activities and services may be restricted. Beyond the IMT, there will be decisions made at departmental level regarding the continuation of normal operational activities. For example, the Transport Manager in consultation with the Minibus Drivers will decide whether it is safe for each minibus route to operate based on the prevailing conditions on the various routes.

Parents should make a judgment as to whether they feel it is safe for their child/children to come to School and return home at the end of the School day. The judgment is left entirely to parents.

Parents are asked to ensure that they follow the procedure whereby they email or ring the appropriate School Office as soon as they can in the morning if a pupil is going to be absent. If such emails or calls have not been received, then we will assume that pupils are in transit. Pupils should follow the normal procedures if they arrive late.

Once pupils are at School, they will follow a normal curriculum as far as staff presence allows, and certainly no parent should make the decision to keep a child at home in the belief that lessons will not take place.

If the School takes the decision that pupils will be allowed to leave early, parents will be contacted, and the information will also be published on the School website.

### **3. Those travelling by School minibus**

Parents and pupils should assume that the School minibuses will come into School and return at the normal time unless parents are contacted.

Parents should have contact phones turned on, and keep checking both the School website and the minibus WhatsApp groups throughout the days of bad weather. Alerts will also be sent to parents via the Studentsafe app.

If adverse weather events occur during the night or unexpectedly, minibuses may be cancelled or delayed at short notice. Every effort will be made to notify parents to avoid any journeys being made to the pickup points before it is time for pupils to leave home.

If the School has decided that the minibuses will not be operating, the School website will be immediately updated with urgent news, also a message will be sent to all parents notifying them of the cancellations. Alerts will also be issued via the Studentsafe app.

In the event of delays, parents of pupils using School transport will be sent a message containing the revised time of expected arrival and how long the delay will be. Alerts will also be issued via the Studentsafe app.

Consideration will also be taken as to the safety of the return journeys in this decision.

### **4. Compliance and Monitoring arrangements**

This policy will be subject to a thorough review process by the author(s) and other relevant colleagues within the School eg Transport Manager on a 2 yearly basis. This will ensure that practice across the whole School is in line with this policy, the Complaints procedure and with current guidance and legislation.