

## **Woodbridge School Inclement Weather**

### **Policy statement**

This policy applies to Woodbridge School which includes the Senior School, the Abbey, and Queen's House and is in place to ensure that the School minimises the risk to pupils in adverse weather conditions.

### **Procedure**

In the event of bad weather (normally always snow) the School will endeavor to stay open, though depending on the severity of conditions, some activities and services may be restricted.

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 16:10. For example, it might well be that those living some distance away, just off the A12, will find the journey safe, but those living just two or three miles away on a farm might find access difficult. 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 by text message informing them of our decision, it will also be published on the website.

### **Those travelling by coach or minibus**

Parents and pupils should assume that the coaches will come into School and return at the normal time unless parents are contacted. If the forecast is poor, alerts will be sent the day before or earlier to remind parents to have contact phones turned on, and to keep checking the website throughout the days of bad weather. Pre-permission forms are completed and those unable to give a general guarantee will be contacted for specific permission. As snow tends to come during the night, and sometimes unexpectedly, it might well be that the coach companies have not been in a position to inform the School about any delays or cancellations before it is time for pupils to leave home. In that case it seems sensible that the judgment should be that pupils should stay at home. If the School has been notified by the coach companies that the coaches will not be operating the School website will be immediately updated with urgent news, also a text message will be sent to all parents notifying them of the cancellations.

Parents of pupils using school coaches will be sent a text message containing the time the coaches will leave the school, unless the School is informed otherwise the School will assume that parents have consented to their child travelling at the earlier time.

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