



'Achievement for All'

ST JOSEPH'S BOYS' SCHOOL

EXTREME WEATHER CLOSURES POLICY

Reviewed _____

Date: _____

Agreed SMT _____

Date: _____

Principal

Agreed BOG _____

Date: _____

Policy document on School Closure due to adverse weather conditions

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

1. Advance Preparation

Order salt by end September; ensure adequate heating arrangements, e.g. boiler maintenance etc, in place by November / regular checks and replace as required

Ensure supply of mats are available for all entrances / signage, if appropriate, indicating no access to school grounds

Parents informed in advance and in writing of school policy and action plan for closure arrangements

Dedicated staff briefing session with all staff post Halloween to explain internal arrangements for closure

Sixth Form student list 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 Shared Resources for form tutor access

Create contact list and details on school web folder for: Met Office, Roads Service, NI Direct, DENI, CCMS, WELB and post-primary principals (Section 6)

Principal and 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.

2. Deciding on closure

School principal and vice-principals to

- monitor long-term/short-term weather forecast via media and NI Met Office
- 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 whether school heating and water systems are functioning.

School to close where

- An extreme bad weather warning has been issued by local media/Met Office with regard to snow and ice and advice given that only essential journeys be taken and this has direct impact on school
- 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
- 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**

Identified members of school staff to inform staff and parents re. proposed closure

– M Grant, C Doherty, M McCarron, P Kealey, C Deane

- Text messaging via Teacher to Parent
- Entrance to school grounds closed to parents; parking outside school
- Pre-recorded message for telephone queries which parents can access on the day of closure

Identified staff member to post information on school website, Facebook and Twitter

- D Currie and M Grant

Identified staff member to communicate with Radio Foyle

- M Grant

Identified staff member to communicate with Translink.

- C Doherty
- Communication on evening before threatened closure and, where school is to remain open, confirmation or change of decision to Translink by 7.00 a.m.

Identified staff member to communicate with post-primary principals

- M McCarron

3. School remaining open

Caretakers to start earlier at 7.00 a.m. and clear snow from school gateway, driveways, parking lot and entrances; but only on school premises //check and clear-throughout the day

Assembly 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 or Mr Paul Breen on evening before or by 8.00a.m. on day of intended absence/lateness

No pupils to access rear of building, pupil entrance via caretakers' entrance and morning supervision to take place in Science and Art/Technology area. No pupils access to outside grounds, during break or lunch time/internal supervision arrangements increased. Pupils who normally go home for lunch encouraged to remain in school.

Additional supervisors in place during morning arrival and afternoon departure of pupils; arranged by Mr Currie. Normal staff rota periods will be adjusted.

Caretaking staff to mop entrances each hour/ use of warning cones and signs where appropriate

Principal and vice-principals monitor weather conditions through local media and Met Office.

4. Evacuation of pupils during school day

- Decision made by principal and Leadership Team informed by notice to contact reception
- Announcement to staff and students of time of closure informing them to go to form class
- Inform other post-primary school principals
- Office despatch form class lists to form tutors for register; or form class list can be printed from SIMS by form teachers or a class list kept in the form room to record pupils departing
- Inform parents by text message, phone call, website and local radio
- Pupils permitted to use mobile phones to contact parents; form tutor may release students whose parent gives permission to leave school. Time of release to be recorded.
- Form teachers remain in class with pupils; check on-line Shared Resources to identify advance Sixth Form Leavers list prior to allowing students to leave (or, if not available, contact office). Leavers List and Form Class list may be printed and retained in form room.
- Office contact form tutor by phone upon arrival of parents to collect pupils
- Canteen informed of potential closure no later than 10.00 a.m. on day if proposed closure before lunch.
- School lunch arrangements rescheduled to take all junior pupils first and senior pupils second; once lunch period is over, pupils return to form classes. Form teachers to stay with form class during lunch in canteen to ensure anyone leaving is accounted for (lunch provided to form teachers).
- Non form tutors to provide supervision of canteen and corridors.
- Parents to park outside school grounds; signage at school gates, monitored by caretakers. Caretakers to close school gates if necessary.
- Announcement by principal to gather year groups in central location (Assembly Hall) once majority of students have left; teachers travelling distance permitted to leave premises.
- Leadership Team and caretakers 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 caretaking staff and leadership team; heating provision and canteen food storage checked.

Staff reminded to post work on Learning NI which examination classes can follow during extended period of closure

5. Key websites and contact details

www.metoffice.gov.uk

NI MET OFFICE

www.roadsni.gov.uk

NI Roads Service

www.psni.police.uk

Police 0845 600 800

michelle.mcswiggan@welbni.org

WELB 02882411411

curriculum.supportteam@deni.gov.uk

DENI 02891279533

Alison.Russell@ccmsschools.com

CCMS 02890393880