

BRIGHTON GIRLS

SEVERE WEATHER POLICY

Document Control

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1. PURPOSE & APPLICABILITY

This policy provides guidelines for the arrangements that have been made by Brighton Girls GDST to manage severe weather situations. This policy applies to the whole school.

2. LIST OF ABBREVIATIONS & MEANINGS

DFO	Director of Finance and Operations
GDST	Girl's Day School Trust
SLT	Senior Leadership Team

May / Should	Advisory
Shall / Must	Mandatory

3. GENERAL REQUIREMENTS

3.1. Introduction

It is the policy for Brighton Girls GDST to remain open during snow or inclement weather conditions, wherever possible.

The Head and/or DFO will make the final decision on closure at both the Senior and Prep schools and this will only occur if circumstances dictate that to remain open would be detrimental to the health and safety of students and staff or where remaining open would create disruption.

3.2. Extra-Curricular Activities

It is envisaged that any formal school trip will be postponed. After-school activities may be cancelled to enable students, parents and staff to reach home more safely.

3.3. Catering

We will do our best to provide a hot meal, even though the normal menu selection may not be available. Service also depends on the ability of our Catering team to reach the school. If there is any doubt, we recommend that you provide your daughter with a packed lunch. Refunds will not be provided to those parents who are billed for lunch on a termly basis.

3.4. Communication

Effective communication with parents is paramount and the following procedures will be put in to place whenever possible snow/adverse weather is forecast:

1. A message will be issued via Schoolcomms the evening before reminding parents that the school will stay open if at all possible;
2. A clear message will be posted on both Firefly (<https://bhhs.fireflycloud.net> for the Senior school and <https://bhprep.fireflycloud.net/login/login.aspx> for the Prep school) and also the school's website (<https://brightongirls.gdst.net>) by 7.00am;

If the Senior school is forced to close during the day, the students will be asked to return to their form rooms to collect their mobile phones and to then text/telephone parents and the message will begin, "The Head/Deputy Head has asked me to text/telephone...". Provision will be made for students without a mobile phone and a member of staff (usually the Head, Deputy Head or Director of Finance & Operations) will remain on site until the last student leaves.

If the Prep school is forced to close during the day, parents will be informed via the school website, Firefly and Facebook. The Prep school will also update their automated phone line (01273 280200 and select option 3). The Head of Prep (or Assistant Head of Prep) will remain on site until the last student leaves.

3.5. Staff

It is expected that all staff will make reasonable and appropriate attempts to get in to school. Walking (where possible) for up to 2.5 miles is considered appropriate in almost all circumstances. For those coming from longer distances every attempt must be made to use public transport (if running), if driving is not possible.

Lessons should go ahead as normal wherever possible. If a skeleton timetable has to be implemented, meaningful and educational activities should be set. Emergency lessons should be run via Google Classroom (or other appropriate methods), wherever possible.

The site team will clear paths wherever possible and salt or grit vulnerable areas. Any dangerous areas will be closed for reasons of health and safety and signs will be displayed.

3.6. Parents

Whereas it is ultimately the decision of parents whether or not to send their daughter(s) to school in extreme weather, we expect that parents will do everything reasonably within their power to arrange for their daughter(s) to get to school.

3.7. Students

We expect all students including Sixth Form (if they have scheduled lessons in the afternoon) to remain on-site all day if the school is open, unless there are exceptional circumstances. Students will only be allowed to leave the school with the permission of their parent(s) and the Head (or the DFO in the Head's absence). Students should not unilaterally use their mobile telephone to contact their parents to let them know other students are leaving unless requested to do so by the Head (or the DFO in the Head's absence). The school will ensure parents know if the school has to close during the day.

3.8. School Transport

The school will endeavour to operate its minibus service in bad weather and will liaise directly with parents concerned if there are problems. The telephone numbers for the minibus service are:

East Coast..... 07860 922 235

Adur Valley..... 07590 046 829
Lewes 07720 633 444
Sussex Country07976 608 038

3.9. Outside Lettings

These will go ahead where possible but hirers will be alerted to problems by the school's Lettings Manager or Director of Finance & Operations.

Hirers should also check the school's website (<https://brightongirls.gdst.net>)

4. APPENDIX

NIL

5. DOCUMENT HISTORY

Document Title	Version	Date of Issue	Change	Updated by	Status
BHHS Policy Severe Weather	01	November 2018	N/A	Leigh Ward	Expired
Brighton Girls Severe Weather Policy	02	November 2019	Nomenclature change	Leigh Ward	Expired
Brighton Girls Severe Weather Policy	03	January 2020	Change following Mobile Phone Policy Change	Leigh Ward	Expired

Brighton Girls Severe Weather Policy	04	December 2020	Date updates and update to reflect use of Google Classroom as appropriate	Leigh Ward	Live
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