



ST. JOSEPH'S COLLEGE

READING • BERKSHIRE

Appendix 3

Adverse Weather Procedures

Introduction

St Joseph's College will endeavour to stay open for as many pupils as possible for as long as possible and will aim to return to normality as soon as possible during any period of inclement weather, including snow.

Please note that no pupil, parent or staff member should travel to school if they cannot do so safely.

The College will restrict its opening if in the opinion of the Head, based on the best advice available to them at the time, the risk to pupils, parents and staff from travelling to school or remaining on site is too great.

If the adverse weather is likely to disrupt learning for more than 24 hours, we anticipate that we would move to remote learning wherever possible. This would, at a minimum, involve posting work on Teams for pupils to complete.

Please note the following sources of information that you will need to monitor during the period covered by the plan:

1. www.sjcr.org.uk The latest written update available to parents, pupils and staff will be available on the College **website homepage**
2. The latest detailed updates are available to staff via **email** AND in **Key Info** on the **SJCR Staff Team**
3. **SchoolPost** – Parents and Staff will receive SchoolPost messages to their email account registered with MSP and/or their mobile.
4. **Classlist** – With permission from the Parents' Association we will share information via Classlist
5. <http://news.bbc.co.uk/weather/forecast> Please search for the Reading area and note both the **5 DAY FORECAST** and the **NEXT 24 HOURS** forecast.
6. http://news.bbc.co.uk/local/berkshire/hi/tv_and_radio/ Radio Berkshire (available online or on 104.1FM, 104.4FM, 95.4FM, 94.6FM & DAB) provides information on general information, information on transport, **TRAFFIC YOU TRUST** etc.

The following table references snow but we are aware in recent years that amber and red weather warnings have been issued for High Wind and other weather. The timing, severity and probability of these weather warnings will be considered when deciding whether the school can remain open.



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Phase	Indicators	Education	Communication
1. Preparatory Phase	Adverse weather is Forecast For example, gritting in progress on public major roads	Normal school in progress	Annually the Adverse Weather Procedures should be shared with Parents Parents and staff should monitor the information sources listed.
2. College Open	Adverse weather (mild) For example, light snow is falling or expected to fall 1. Public Roads are Open 2. Public Transport is running 3. School Busses are running. 4. Weather warning (yellow) issued by the Met Office	1. Normal school in progress 2. Outdoor activities / sports may be restricted 3. Lesson 1 may be cancelled if a high proportion of pupils arrive late	Parents and staff should monitor their mobile phones/email for SchoolPost messages. NB unless told otherwise by SchoolPost, email or on the website the College will be open
3. Restricted Opening	Adverse weather For example, medium snow is falling or expected to fall 1. Roads passable but speed limits are reduced and delays likely 2. Restriction on some public transport services 3. School buses operational but subject to delay 4. Extreme weather (amber) warning issued by Met Office 5. The College site is unable to open fully for health and safety reasons e.g., building damage, lack of heating, lack of staff	1. The College may operate a reduced timetable of lessons between 10am and 3pm (with a short break at lunch) 2. Mocks or internal exams will be cancelled and rescheduled 3. School may only be open to a smaller number of pupils	SchoolPost, Classlist and the Website will inform staff and parents of the arrangements in place



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<p>4. College Closed</p>	<p>Adverse weather for example heavy snow is falling or expected to fall</p> <ol style="list-style-type: none"> 1. Extreme weather (red) warning issued by Met Office 2. Public buses likely to be cancelled 3. School buses will be cancelled 4. Severe disruption on the roads 5. Police warning people not to undertake unnecessary journeys 6. The College site is unable to open at all for health and safety reasons e.g., building damage, lack of heating, lack of staff 	<p>THE COLLEGE WILL BE CLOSED</p>	<p>SchoolPost and the Website: will inform staff and parents when the College will be closed and when it will reopen.</p> <p>TK Travel will be informed by the Bursar: 0118 970 0600</p>
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If it is possible to only run a limited provision for some reason e.g., the availability of staff or challenges on site such as a lack of heating or localised flooding, priority will be given in the following order:

1. Children of Key Workers
2. Prep School Pupils
3. Students with terminal examinations within the current year e.g., Year 11 and Year 13

If only limited provision is possible those children attending school may need to bring a packed lunch.