



Closure of the school due to bad weather

The decision to close the school can be taken only by the Headmaster or his appointed deputy in his absence.

If, before the start of the school day, it is clear that circumstances dictate that the arrival of day students will be heavily disrupted, the following procedures will apply.

Bus drivers will make an assessment of whether it is safe to run their routes. If they decide that the route is unsafe, they will telephone individual parents to say that their route is not operational. If parents do not hear from the driver they must assume that the route is running as normal.

Drivers will alert the transport manager, or their appointed deputy, if they are not going to be able to operate as usual and the transport manager will alert the Headmaster (or his appointed deputy).

Day parents who normally bring their children to school should contact the school as soon as possible to alert us to that fact that they will be unable to do so.

The Headmaster, or his appointed deputy, will make a decision to close the school to day students if it is clear that the number of students and/or teachers absent is such that safe supervision levels will be compromised.

This decision will be communicated to the transport manager as soon as possible and, as far as possible, drivers will be alerted. Drivers will contact parents directly if they are not yet on route. Drivers on route will stop in a safe place and contact parents directly. If appropriate they will meet parents at an agreed stop and off-load those already in their bus. If students remain on the bus, they will be brought to school. The transport manager will co-ordinate arrivals.

Clear messages will be placed on the homepage of the school website, (www.bedstone.org), and parents are advised to consult this at regular intervals if bad weather is forecast or imminent.

(The following procedures also apply if the decision to close is made during the school day)

Procedures for Boarders:

After breakfast, Boarders will be allowed to return to the House where they will await further instructions.

Procedures for Day Students:

Any day students at school will be asked to contact their parents on their mobile phone to alert them to the closure. If a mobile phone is unavailable, students should go to reception/school office where they may use a landline to contact their parents/guardians.

If parents are able to collect their child, they are asked to speak (via their child's mobile phone or the school landline) to the registrar, to confirm their ETA at College.

The registrar will make a note of all those students who will be leaving the site with their parents.

Students who are unable to go home with parents will be allowed to go to Boarding houses with permission from HPs or they will be supervised elsewhere on site. They will travel with school transport at the usual time.*

Registrars are then requested to inform reception of those day students who will be travelling home on school transport.

Transport:

Reception will alert the transport manager of those students who require transport home. The transport manager will decide which buses are required and will organise the drivers accordingly. Unless there is an emergency, where it is desirable for students to be away from the school site quickly, buses will leave at the normal time(s).

Website:

A clear message will be placed on the homepage of the school website with instructions for day parents to contact their children on their mobile phones if they wish to collect them. Assurance will be given that buses will take children home as usual if parents are unable to collect.

Local Radio:

We will also endeavour to alert BBC Radio Shropshire and Sunshine Radio to the closure.

BBC Radio Shropshire: 01743-248321
 01743-237008 (Newsdesk)

Sunshine Radio: 01584-878475
 studio1@sunshineradio.co.uk
 (cc simon.perry@sunshineradio.co.uk)
 07976-218562 (Simon Perry's Mobile Number)

***Failure of transport:**

If school transport is unavailable, those day students affected will be looked after at school until their parents can collect them.

If it is impossible for parents to collect their children, the children will stay overnight in an appropriate boarding house. Linen and blankets/duvets plus food and drink will be provided.

DG
28/02/18