



'Valuing Learning, Learning to Value'

## School Closure Policy

### Policy Status

Recommended

This code of practice relates to all permanent, temporary and part time employees of the School. It is anticipated that it will normally be clear when the provisions of this Code should apply - where there is any doubt the Head Teacher will decide.

### Principles of the Code

In adverse weather conditions, the *Governors'* objectives will be to:

- Maintain the same standard and level of service as far as possible.
- Avoid as far as possible any additional costs associated with lost time or the need to provide cover.

### Weather

The *Governors* recognise that adverse weather conditions will, from time to time, make travel to and from work difficult. However, employees are expected to make all reasonable efforts to reach their workplace in order to help fulfil the objectives stated above. The *Governors* undertake to ensure that no individual or group of employees is treated more favourably than another individual or group.

### Arriving late

Employees arriving late will not lose pay provided the Head Teacher is satisfied that their arrival time is reasonable, taking account of:

- a) The distance they live from their workplace.
- b) The prevailing weather conditions.

Employees will be credited with their contractual starting time.

If the Head Teacher is not satisfied that arrival time is reasonable, the employee will have the choice of either losing the appropriate amount of pay or of making the time up.

### Failure to Attend

- The Head Teacher where possible, should have contingency plans in place so that employees who are unable to reach their normal workplace are aware whether they are expected to work at home.
- Employees who are unable to reach their normal workplace will not lose pay provided the Head Teacher is satisfied that all reasonable efforts have been made. If the Head Teacher is not satisfied, the employee will have the choice of:
  - i) Taking unpaid leave

ii) Making the time up (If part time)

- The LA/school reserves the right to request medical certificates to be provided where absence due to sickness is claimed during a period of inclement weather.

### **Leaving Early**

- In adverse weather conditions employees will normally continue working until their normal finishing time.
- In particularly severe weather conditions the Head Teacher may decide that all employees who are not required can leave work from a time which she decrees.
- Employees allowed to leave early will not lose pay.
- It is accepted by all parties that cover will have to be provided at some establishments and consequently that not all staff may leave early.

### **Making up Time**

Where an employee chooses to make up time lost, the Head Teacher should ensure that time is made up as soon as possible and, in any case, within three months. If an employee still has an outstanding debit of time at the end of the three month period he/she will be required to lose pay. The Head Teacher should make the necessary arrangements for lost time to be recorded.

### **Loss of heat, power and /or water.**

Where the LA is unable to provide employment e.g. due to heating breakdown, water being switched off or electricity failure, causing the closure of an establishment, employees will continue to receive their normal pay for any time lost.

### **Method of informing staff of a "next day" emergency school closure.**

Staff will be informed via a phone tree, the first phone call being made by the Head Teacher. Each member of staff will then follow the phone tree procedures.

### **Method of informing parents of a "next day" emergency closure.**

The frequencies for the local radio stations will be listed regularly on the school newsletters. The information will also be placed on the school website and on the schools main gate.

Compiled by K.Burke;

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