

# Adverse Weather: Parents' and Pupils' Guide



St John's School  
LEATHERHEAD

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Date of next review: January 2020  
Responsible person: Deputy Head

## Introduction

In the event of adverse weather or hazardous travelling conditions the School will endeavour to stay open. Should there be exceptional circumstances where the School is forced to close completely this refers to closure for day pupils only and not for boarders who are already on site.

In the case of adverse weather the School will communicate with parents via text and/or email. In addition updates will be placed on the School website. It is therefore imperative that parents please ensure that their email and phone numbers are correct. Any changes should be emailed to [administrator@stjohns.surrey.sch.uk](mailto:administrator@stjohns.surrey.sch.uk).

The ultimate decision to send a pupil to School in adverse weather condition lies with the parent, taking into account the weather and impact on transportation.

Where possible the School will continue to run the minibus and coach service for pupils. However under some circumstances it may not prove possible to run the service. Based on the conditions a decision will be made and parents and pupils notified via text no later than 6.45am.

## Adverse weather during day

Should weather conditions deteriorate during the day and it becomes necessary for pupils to leave early, parents will be notified by the School's text and/or email system and the website updated. Before leaving, pupils must check in with their Housemaster/mistress (or another nominated member of House staff) to confirm that they are leaving and have permission from their parents. Boarders can stay as planned.

If possible the School will aim to run the minibus and coach service before the conditions deteriorate to an extent that will affect travel.

## Reporting attendance

If pupils cannot attend then parents or guardians should inform the School. Bearing in mind the potential volume of absentees, email is the preferred option ([reception@stjohns.surrey.sch.uk](mailto:reception@stjohns.surrey.sch.uk)) and copy in your tutor and Housemaster/mistress.

## Academic work

The School will aim to run a teaching programme (albeit restricted) for pupils who attend School. In the event of bad weather, staff will ensure that work is available for pupils to access via Firefly or email. Pupils should ensure that they are checking Firefly and email.

Deputy Head, January 2019