

Adverse Weather: Parents' and Pupils' Guide



St John's School
LEATHERHEAD

Date of issue: September 2016, most recent update October 2021
Date of next review: December 2023
Responsible person: Senior 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.

The ultimate decision to send a pupil to School in adverse weather condition lies with the parent who must balance the severity of the adverse weather, the potential challenges of their child's specific journey and the legal duty to ensure their child attends school regularly.

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 sign out with their Housemaster/mistress (or another nominated member of House staff) to confirm that they are leaving and have permission from their parents. Senior staff will confirm whether Boarders can stay as planned but in any event boarders will also have the option to be collected by parents if they choose. If any boarders are unable to go home provision will be made for them at School.

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. This should be completed using absence request option on My School Portal.

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 that cannot attend school to access via Teams. As planning for remote delivery requires a very different approach, in the event of whole school closure up to one days', work will be set for the pupils to access via Teams. For whole school closures two days or longer the school will switch to a remote provision where lessons will be delivered via Teams.

Senior Deputy Head, October 2021