



Thinking Schools Academy Trust
“Transforming Life Chances”

Adverse Weather Procedures
The Portsmouth Academy

Severe Weather Procedures

1 Day Before

If the weather forecast suggests that the next day could potentially be classed as 'severe weather' the Headteacher will appoint a Senior Leader who ideally lives nearby to the school to oversee the arrangements.

The Senior Leader will:

- Contact the Regional Facilities Manager to discuss the situation – Darren Fox (Portsmouth Hub)
- Contact all members of the Senior Leadership Team to ensure that they are aware of potential issues
- Email all staff to remind them of the 'adverse weather procedures'
- Contact the Site Team to support early intervention to protect the premises where possible
- Establish a 'Support Team' that can attend the premises early in the morning if required

2 Initial Assessment by Senior Leader

The Senior Leader will assess the situation at the premises and report the situation to the Headteacher. Times suggested below may need to be adjusted to consider students who may need to leave earlier to travel to school.

The Senior Leader will:

- Attend the school at 6am, where possible, to assess the premises with the Site Manager
- Contact the Support Team to help clear paths if required
- Contact the Headteacher by 7am with an update and overview of current situation
- Base themselves at reception to field calls until the Receptionist arrives

3 Staffing

Staffing levels will have an effect on the normal running of the school, therefore the following must be carried out:

- All staff to notify the school absent line as soon as possible of whether they are not able to come into work. All staff who have not confirmed will be considered to be attending the school as normal
- The Support Team will arrive and attempt to support the school opening
- Catering staff will be contacted by the Senior Leader to clarify position
- A list of staff attending will need to be checked against the list of first aiders as the school will require a minimum of two first aiders to open for staff

4 School Opening Decision

- Senior Leader to contact the Headteacher for an update and decision by 7.30am. This time may need to be adjusted to consider students who may need to leave earlier to travel to school.
- Headteachers/Senior Leaders may wish to liaise with colleagues in other TSAT schools, to ensure that where possible consistent school closure decisions are made within the local area.
- If the decision is to close the school or restrict access to particular year groups, the Senior Leader will notify the local authority and radio stations using their suggested method of communicating school closures
- Headteacher will email Lee Miller (l.miller@tsatrust.org.uk) to inform of decision

- Senior Leader will ask their website administrator to update the website with one of three messages
 1. Due to the adverse weather conditions, the school will be closed today. Further information will be provided on this website as it is known
 2. Please be informed that the school is open today for the following year groups ...
 3. Please be informed that the school is open as usual
 4. Students are to log on to the VLE to access 'Severe Weather' home learning activities which should be completed and handed in to their form tutor the following morning
- Senior Leader to update the recorded phone message on the main switchboard
- Senior Leader will request admin staff to send notifications to all parents and carers, using the school's preferred communications platform

5 If the School Opens Fully or Partially (in Severe Weather)

- Breakfast Club will be open as normal for students to use to get a warm drink
- After-school activities will be cancelled
- All detentions will be deferred
- All staff meetings will be deferred
- The normal curriculum will be suspended if significant numbers of staff or students are absent
- Uniform regulations can be relaxed to support safe travel
- Senior Leadership Team will meet regularly throughout the day to reassess the situation

6 If the School Closes During the Day

- Staff should remain on site until all students are dismissed from the premises or if the Headteacher allows early release based on the distance from the school
- All external lettings will be cancelled
- The website administrator will update the school website with the latest information
- Senior Leadership Team will request admin staff to send notifications to all parents and carers, using the school's preferred communications platform

7 Contact Information

| Position Held | Contact Name/Organisation | Contact Information |
|---------------------------------|--|--|
| CEO | Stuart Gardner | 07939 805 844 |
| Deputy CEO | Lee Miller | 07947 150 819 |
| Headteacher | Natalie Sheppard | 07827 885567 |
| Senior Leader – Adverse Weather | Rachel Grey Chris Andrews | 07786 577379 07471 503123 |
| Regional Facilities Manager | Darren Fox | 07545 645726 |
| Website Administrator | Sam Poole Kelsey Ma | 07545 645813 |
| Admin Staff | Sue Wood Denise Sweeney | 07827 885574 |
| Catering Manager | Samanatha Fisher | 07557 256008 |
| Site Manager Site Team | Darren Fox Steve Bull Dave Farry Sean Mcguire | 07545 645726 07796 884026 07401 231019 07827 885573 |
| Senior Leadership Team | Rachel Grey Chris Andrews | 07786 577379 07471 503123 |
| First Aiders (on site) | Refer to list of first Aiders held on site | |
| Local Authority | The inbox will be monitored from 6:30am and any information about schools that are closed, partially closed or staying open will be added to a central list on the website www.portsmouth.gov.uk communications@portsmouthcc.gov.uk | |
| Radio Stations | Wave 105 Closures will be read out on ai and they will also be listed on Wave 105 website www.wave105.com Please call the Newsroom: 01489 481058 or e-mail: news@wave105.com and give the pre-arranged password of “castle”. | 01489 481050 |

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