

Adverse Weather Policy

BCHS
with Crosshill

This policy is in line with the Ethos and Values of
Blackburn Central High School with Crosshill

Document Control

This policy has been approved for operation within
Blackburn Central High School and Crosshill Special School

Date approved	December 2017
Date of next review	December 2020
Review period	3 Years
Policy status	Non Statutory
Owner	NCH

**Blackburn
Central
High School**

with Crosshill

Headteacher

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BCHS with Crosshill

Adverse Weather Policy

School will remain open unless you are told otherwise.

Information for Parents in the event of Adverse Weather Conditions (Snow)

- Parents are asked to note that any decision to close the school would only be taken as a last resort, and when no other alternative was available. The Headteacher will assess the safety of students and staff as the main concern when making any decision.
- Many staff travel from outside the Borough and quite often conditions early in the morning are worse than later in the day. The School Business Manager will contact the site staff to get a report of the local situation and will liaise with the Headteacher to make a decision.
- The Headteacher will liaise with the Head of Crosshill Provision and the Chairs of Governors of both BCHS and Crosshill in making the final decision to close one or both schools.
- Our first step in severe weather will be to delay opening BCHS until 10.30am. This will allow staff and students to travel safely into school avoiding peak traffic congestion.
- If conditions do not improve sufficiently to open the school at 10.30am, the Headteacher will then close the school.
- A delayed start is not possible for Crosshill School due to transport arrangements, therefore a separate decision may be made for Crosshill.
- In the event of a delayed start or full closure, information will be communicated by:
 - 1) Radio Lancashire 95.5FM (in the first instance)
 - 2) 2BR Radio 107FM
 - 3) Heart Radio 105.4Mhz
 - 4) Text Message
 - 5) School Websites
 - 6) Twitter – @BCHS_uk
 - 7) Facebook – BCHS with Crosshill and Crosshill pages
- A decision to delay opening or closure will be taken as early as possible in order to minimise any disruption. The school will be open at the normal times unless you hear otherwise via the communication chain above.
- If you have recently changed phone numbers, could you please ensure that we have your new contact numbers as a text message is often the most reliable communication method.

Information for Staff in the event of Adverse Weather Conditions (Snow)

- As far as possible, staff will be informed by text/telephone by their Line Manager if school is closed.
- An email will also be issued plus staff can check the communication listed above
- Any staff unable to travel to the school please follow the usual procedures for staff absence.

Adverse Weather Conditions once School has commenced - BCHS

- The Headteacher will contact Radio Lancashire (quoting DFE School Number), requesting parents to collect their children if possible.
- Once a decision has been made to disband lessons all students will go to Registration Groups.
- SLT with Pastoral Managers to organise distribution of Registration Group Lists to every Progress Tutor. These will be used to record as and when each student leaves the school.
- Students who normally walk to the school will be allowed to walk home as soon as registration is complete with tutors recording the names of students released.
- All other students will remain in the school to:
 - i. Be collected by a parent/carer. This can only be done via the main reception desk.
 - ii. In the event of their non-arrival students should still remain in school where they are safe and dry to await support from the emergency services.
 - iii. Be collected by an adult designated with the responsibility or to be released to a place of safety such as work, agreed by the parent preferably in advance. Students can only be collected via the main reception desk.

- Students who catch a normal service bus should remain until collected by an adult (see (i) and (iii) above).
- As student numbers decrease all students will go to the COMS as directed by SLT in conjunction with PMs. Tutors should ensure that their form list is passed on at this time.
- Staff should consult with the Headteacher or the designated senior member of staff before going home.
- Members of the Leadership Team will remain in school until all students have been collected.

Adverse Weather Conditions once School has commenced – Crosshill

- The Headteacher will primarily make the decision to close the school. In his absence it will be the Acting Head or Deputy Head Teacher.
- Once a decision has been made to disband lessons all students will go to Registration Groups.
- Suzanne Smith and Heather Lofthouse (Admin Staff) will contact bus companies, taxi companies and bus escorts to make arrangement for early collection of pupils
- Suzanne Smith and Heather Lofthouse (will telephone and text all parents informing them of the decision to close the school.)
- Pupils will only be sent home once the buses have arrived and there has been contact made with parents, carers, *responsible named adult* that there will be someone at home for the pupil.
- Pupils who are normally collected will be allowed to go home once their lift has arrived.
- All other students will remain in the school to:
 - i. Be collected by a parent/guardian. This can only be done via the main reception desk.
 - ii. In the event of their non-arrival students should still remain in school where they are safe and dry to await support from the emergency services.
 - iii. Be collected by an adult designated with the responsibility or to be released to a place of safety such as work, agreed by the parent preferably in advance. Students can only be collected via the main reception desk.
- A registration will be taken.
- Staff should consult with the Headteacher or the designated senior member of staff before going home.
- Senior staff will remain in school until all students have been collected.

**Responsible Named Adult – staff will give a code word to the responsible adult who will be collecting the student. The student will not be able to go until the adult states the correct code. Before the adult arrives, staff will ask the student to describe the person who will be collecting them*.*