



## SEVERE WEATHER PROCEDURE

### General Principles

The College will remain open unless:

- a. Travel to and from the site is impracticable and/or too hazardous and advised as such by the Police;
- b. The school sites and buildings are unusable through ground conditions or the failure of essential services such as heating;
- c. The number of staff able to reach a particular school is inadequate to run it, even on an emergency basis with severely restricted curriculum delivery.

The Education Department will adopt an active monitoring status upon receipt of a Snow or Ice Warning (minimum level Yellow) from the Jersey Meteorological Department.

The process for implementing the procedures to manage the Severe Weather Procedure will be triggered by receipt of an Amber/Red Snow or Ice Warning from the Jersey Meteorological Department, at which point the Education Department's Severe Weather Co-ordinator will inform the College. The decision to open or close the College sites will be based on information received from site-specific risk assessments.

### Announcements

Specific announcements will be made by BBC Guernsey and Island FM on behalf of the College. Where possible, information will also be given concerning bus services, although as the viability of such services can change rapidly depending on road conditions transport providers are expected to provide direct updates via the same channels of communication.

When severe weather occurs overnight, these announcements will ideally be made from 6:30am, or as soon as possible thereafter, with updates given at 15 minute intervals. A final decision will be taken no later than 7:15am. Information will also be provided via Twitter on the College website. Parents should contact the College as usual if their son/daughter will not be attending school **though given the high volume of calls on such days, should not ring to say they are running late.**

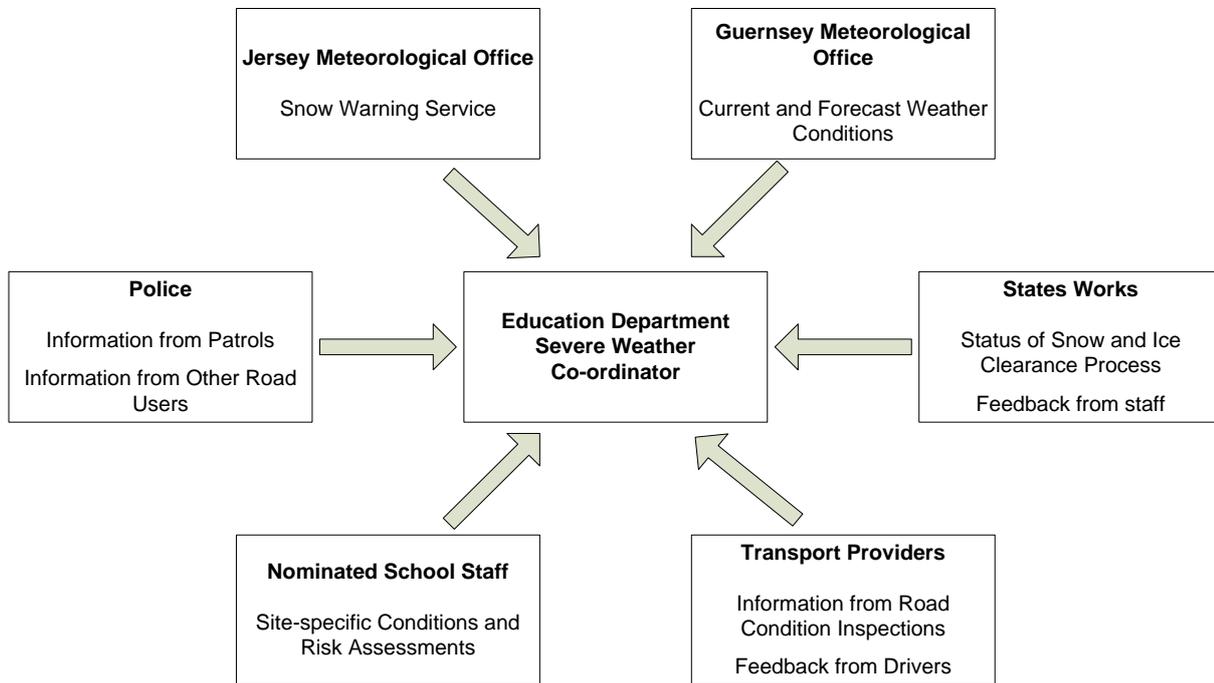
When severe weather conditions arise during the school day, radio announcements will be made as soon as decisions are taken and parents will be alerted by email and Twitter. Updates thereafter will be provided by email, Twitter and on the College website.

### Additional Notes

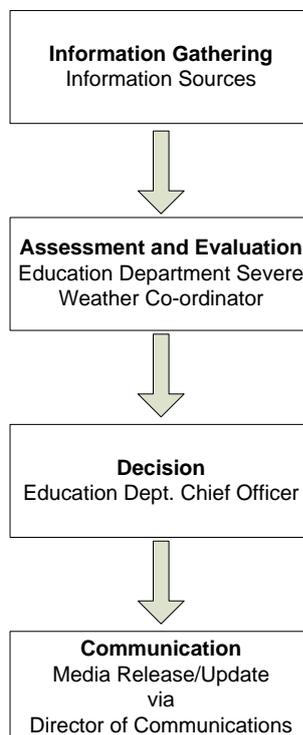
- It is expected that parents use their discretion to keep a child at home if they believe that conditions are such as to make it unreasonable or unsafe for the child to attempt to reach the College.
- Should any school(s) be closed, staff are expected to utilise their time to undertake appropriate work-related tasks.

## Responsibility for Action

The sources of information on which the Education Department’s decisions will be based in severe weather and adverse road conditions are shown below:



The decision on which alternative plan of action to follow will be taken by the Chief Officer, who will then advise the Minister for Education. The decision/communication process is shown below:



The decision will be based not only on information received from the Education Department Severe Weather Co-ordinator, but also on the conditions of the College sites. Consideration will also be given to transport information and weather forecasts in respect of whether staff and pupils are likely to be able to make their way safely from school sites at the end of the day's session.

While these guidelines apply principally to action required when severe weather conditions occur overnight, the same procedures will be followed with regard to sources of information, chain decisions and announcements of plans of action when severe weather conditions occur during the day.

### **Information to Staff, Pupils and Parents**

It is the responsibility of each school or unit to ensure that its staff, pupils and parents know and understand this procedure. Wherever possible, information will be provided to staff and parents in advance of the possibility of school closures due to severe weather.

**Please note it is most likely that the College will be closed if the Education Department has made the decision to close all States schools on the advice of the island's relevant professional agencies. The College will also always aim to operate in tandem with the Ladies College as regards opening and closure.**