

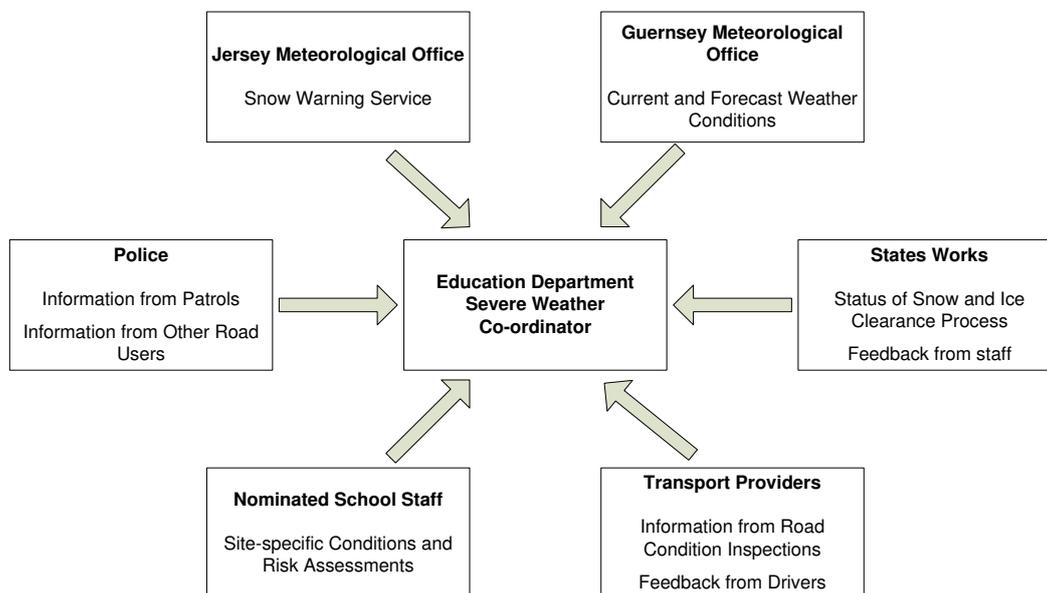
Elizabeth College

Severe Weather Procedure

SEVERE WEATHER PROCEDURE

This document is based on the ESC's process and procedure. The College will consider advice from the ESC Severe Weather Coordinator when making the decision about closure. The decision to open or close the College sites will be based on information received as well as on site-specific risk assessments.

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



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

The receipt of an Amber/Red *Snow or Ice Warning* from the Jersey Meteorological Department triggers the implementation of the Severe Weather Procedure. At this point ESC's Severe Weather Co-ordinator will inform the College.

General Principles

The decision on the closure of the College will be made by the Principal, taking into account:

- information from ESC, which will include input from the additional bodies listed above
- feedback from the site inspections of the Junior and Upper School College sites
- consideration of the closure of other Schools

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 College 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 the Junior or Upper School sites is inadequate for safe operation even on an emergency basis with severely restricted curriculum delivery.

Consideration will also be given to transport information and weather forecasts in respect of whether staff and students are likely to be able to make their way safely from school sites at the end of the day.

These guidelines and procedures will also be followed with regard to sources of information, chain decisions and announcements of plans of action when severe weather conditions occur during the day.

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.

Announcements

Specific announcements will be made by BBC Radio Guernsey and Island FM on behalf of the College. This information will also be shared on the College Website and via the @Eliz_Coll Twitter account.

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. Parents should contact the College as usual if their son 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, and closure is necessary, radio announcements will be made as soon as decisions are taken and parents will be alerted by email. The College will also update the College website and twitter with the latest position:

- In the Junior School Children will remain in their class bases and should be collected from there by parents. As numbers reduce students and staff will move to a central point (the school hall for each site (Acorn House and Beachwood).
- In the Upper School students will go to tutor bases to register and will contact parents to get permission to go home, be collected and sign out.
- Sixth Form students will be dismissed from the College site they are currently at (EC or LC) and will not be required to return to their 'home' College to register.

Updates thereafter will be provided by Twitter, local radio and on the College website.

Additional Notes

Should the College be closed:

- staff are expected to utilise their time to undertake appropriate work-related tasks.
- students will be able to access work on Firefly.