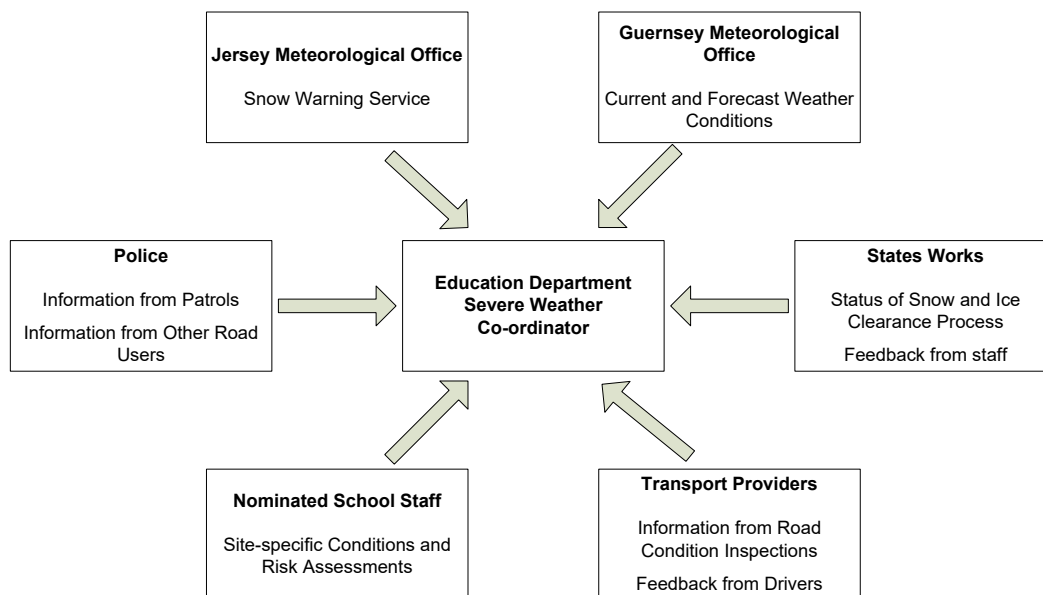


SEVERE WEATHER PROCEDURE

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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 regarding 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 College's social media channels.

When severe weather occurs overnight, 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 or 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, 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 social media 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 (ECJS Acorn House and Beechwood).
- 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 social media, local radio and on the College website.

There are additional notes regarding continuity of teaching and learning in the Appendix on Page 3.

APPENDIX – continuity of teaching and learning.

Junior School.

If the closure is because of settled snow-fall sufficient for play and enjoyment, children are encouraged to make the most of this rare opportunity. In this case, on day one of closure, work will be set for this closure day but the normal timetable will not be followed and there will not be an expectation that all work needs to be completed.

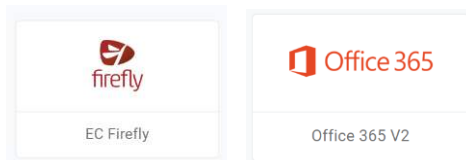
From day two work will be set and an online presence from teachers will be arranged. Depending upon the expected length of closure we will move towards an online registration, teachers available through the day and some online lessons. Work will be shared via Class Dojo and Teams.

Upper School.

If the closure is because of settled snow-fall sufficient for play and enjoyment, children are encouraged to make the most of this rare opportunity. In this case, on day one of closure, work will be set for lessons that would have occurred on closure day but the normal timetable will not be followed. This work will be accessed by students on Firefly and should be completed at a time which suits each child and family.

From day two the timetabled day will be followed:

- **Years 7 – 11**
 - a. Students will access lesson outlines on Firefly at the beginning of each lesson.
 - b. The instructions on Firefly may direct students to Teams for a live lesson with their teacher.
 - c. In OneLogin, Firefly has its own button and Teams can be accessed through Office 365:



- d. Year 8 and above have met “Teams” in their IT lessons, so are more likely to be invited to live lessons. Where a live lesson is not being run, the teacher can be accessed via College email during the timetabled slot for guidance and with questions.
- **Years 12-13**
 - a. Students should check Outlook, Firefly and Teams for instructions on work set and live lessons to attend online. Elizabeth College and The Ladies’ College Teams will be required depending on where the lesson would have been taught.