



Hemingford Grey
SCHOOL

Adverse Weather Policy and Procedure

Date policy was last reviewed and approved:	July 2017
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This Policy is based on a Judicium model template from August 2016, with a few additions made

ADVERSE WEATHER POLICY AND PROCEDURE

Introduction

All staff are required to make every reasonable effort to attend work taking into account personal health and safety when their normal transport arrangements have been disrupted due to extreme weather conditions. If the school is open – and we have a very good track record for staying open - it is expected that staff will have made all reasonable attempts to be in school. Please make sure that you leave in good time (earlier than usual) and that you consider moving your car off a tricky drive or hill the night before in order to get away more easily the next day. Put a shovel and wellies in your car and make sure you wrap up warm.

Hemingford Grey Primary School understands that on certain occasions extreme weather may seriously delay, or despite making every reasonable effort to travel to work through alternative means, prevent, attendance at work.

This policy applies to all employees of the School. It does not form part of any employee's terms and conditions of employment and is not intended to have contractual effect. It is provided for guidance only and the School reserves the right to amend its content at any time.

The following procedure should be followed in the event of adverse weather conditions.

Procedure to follow in the event of delays due to adverse weather conditions

Where a member of staff experiences or anticipates on the basis of travel and weather reports specific to their normal commute route, a delay in their arrival time to work they must notify the School at the earliest opportunity giving an estimate where possible of their expected arrival time and where relevant provide an update where reasonable practicable if the estimated time of arrival changes. Calls should be directed as follows:

Senior Leadership Team (Including Office Manager, SENDco, Senior Midday Supervisor, Site Manager)

- Telephone Headteacher

Teaching Staff (Including HLTA)

- Telephone Phase Leader

Teaching Assistants

- Telephone Headteacher

Office Staff (Including ICT Support Assistant)

- Telephone Office Manager

Midday Supervisors

- Telephone office AND Senior Midday

Cleaning staff

- Telephone Site Manager

It is essential that staff follow the delay-notification procedure above to avoid unnecessary concerns and enquiries about staff's non-attendance at their normal start time in adverse weather conditions.

Failure to follow the delay-notification procedure may be treated as a disciplinary offence under the School's disciplinary policy and procedure and may result in non-payment for the hours of work missed.

Procedure to follow where attendance is prevented by adverse weather conditions

Where a member of staff, despite making every reasonable effort bearing in mind their personal health and safety, is prevented from attending work due to road closures, highways warnings on the relevant commute route or suspension of public transport routes normally relied on, they must notify the School in person by telephone no later than their normal start time as follows:

Senior Leadership Team (Including Office Manager, SENDco, Senior Midday Supervisor, Site Manager)

- Telephone Head teacher. Please do not ring before 7am.
- Head will contact Deputy to arrange the appropriate cover.

Teaching Staff (Including HLTA)

- Telephone Phase Leader. Please do not ring before 7am.
- Phase leader will contact Deputy to arrange the appropriate cover.

Teaching Assistants

- Telephone Head teacher. Please do not ring before 7am.
- Head teacher will contact the teacher with whom the TA is working on that day. If there is a need for a named child to be supported, Head teacher will ask Phase Leader to arrange.

Office Staff (Including ICT Support Assistant)

- Telephone Office Manager
- Office Manager will inform Head teacher of absence.

Midday Supervisors

- Telephone office AND Senior Midday Supervisor. Please do not ring before 7am.
- Senior Midday Supervisor will arrange cover.

Cleaning staff

- Telephone Site Manager
- Site Manager will inform Head teacher and Office Manager.
- Site Manager will arrange cover liaising with Office Manager if agency cover is required.

If the telephone is not answered than a voice mail message must be left.

Failure to follow the required notification procedure may result in the absence being deemed unauthorised and hence subject to disciplinary action under the School's disciplinary policy and procedure.

Failure to follow the required notification procedure may also result in non payment for the period of absence.

Staff should note that text messages, emails and messages left with colleagues will not suffice as adequate notification under this policy and procedure.

Where adverse weather conditions prevent attendance on more than one day, staff are required to follow the above notification procedure on each day in which their attendance has been prevented.

Staff should note that they have no automatic legal entitlement to remain at home on full or reduced pay where their attendance at work has been prevented by adverse weather and they have notified the School accordingly.

Where a member of staff has been prevented from attending work and has followed the correct notification procedure as above, the School will confirm to the member of staff that that his or her absence for that day is authorised and the following options will be explored:

1. If in the Headteacher's opinion the member of staff can work effectively from home, the School will notify the member of staff accordingly, agree a schedule for the day's work and the member of staff will be paid at his or her normal rate of pay for that day.
2. If in the Headteacher's opinion the member of staff is unable to work effectively from home either due to the nature of their duties or due to insufficient resources at home to facilitate home working on that day, the member of staff may elect to take this time as paid annual leave.
3. If the member of staff does not wish to take the time as paid annual leave and/or has no remaining holiday entitlement for that Holiday Year at the date of absence, time will be taken as unpaid leave.
4. In certain circumstances as an alternative to unpaid leave and where such is in the Headteacher's opinion reasonably practicable, staff may with prior agreement use any extra hours already accrued to cover this period of absence or may, again with express prior agreement, make up the hours at a later agreed date.
5. Where disruption due to severe adverse weather conditions continues or is in the School's opinion likely to continue for a more than one day, the School may require staff to take annual leave to cover the period of anticipated disruption and will in accordance with its statutory obligations, give notice of no less than double the number of day's proposed leave.
6. If the school is closed due to adverse weather than all staff will receive their normal rate of pay for the day.

Late Starts and Early Finishes

Employees who arrive at work late or who ask to leave early will usually be expected to make up any lost time. However, the Headteacher will use their discretion to waive this requirement in minor cases, or (in the case of lateness) where they are satisfied the employee has made a genuine attempt to arrive on time.

The Headteacher also has discretion to allow staff to leave early and should have regard to the needs of the School and the employee's personal circumstances.

Where half the normal working day or more is lost, this will be treated as absence and dealt with as set out above.

Closures of Dependant's school

If your child's school closes and our school is open and you are unable to make alternative arrangements for child care, please note that this will be regarded as unpaid leave of absence.