

6.15 ADVERSE WEATHER POLICY

(NMS Policy B19)

It is the policy of the School to carry on operating as normally as possible, even in the event of bad weather.

However, in severe weather conditions (typically snow and ice) we may need to make provision as access to and from the School can easily become very restricted/dangerous.

1. If significant snow and ice occurs outside school hours

The Headmaster will decide whether the school should open or not. If the school opens the Headmaster will also decide whether to instate a shortened day (see below).

The decision will be communicated to parents in the following ways:

- The primary source of information will be the school's website (homepage), where updates will be posted at 7.30am, 2.00pm and 6.00pm (for the next day).
- Whenever changes occur in the course of a school day, text messages and e-mails will be sent to parents, as appropriate.

If the school is closed for more than 24 hours, the Deputy Head (Academic) and Head of the Nursery and Pre-Prep will organise that work /activities for the pupils is posted on the extranet

If the school is closed by heavy overnight snow on a boarding night, the Head of Boarding will contact the parents between 7.30-9.00 am

2. If significant snow and ice occurs within school hours

The Headmaster may decide to close the school early and parents will be contacted by text message and email.

3. Shortened Day routine

- Drop-off for pupils in the Prep School and Nursery and Pre-Prep will be possible from 9.30am;
- Registration will be at 10.00am;
- Pick-up for children in the Nursery (if doing full day sessions) & Pre -Prep will be at 3.30pm;
- The After School Clubs will not operate
- Pick-up for pupils in the Prep School will be at 4.00pm / 5.15pm, as appropriate.
- The minibus service will not run

Person responsible: WTV **Reviewed:** 1st November 2016