

## **HAILEYBURY TURNFORD**

### **SEVERE WEATHER PROCEDURES – FROM NOVEMBER 2019**

**If it is deemed that there is severe weather, the following severe weather procedures will apply.**

To keep up-to-date with the latest announcements staff, parents/carers and students should check:

- Haileybury Turnford website [www.haileyburyturnford.com](http://www.haileyburyturnford.com)
- Text messages from the school
- Official Haileybury Turnford social media feeds (Facebook and Twitter)
- Email accounts (staff and sixth formers)
- Herts school closure website  
<https://www.hertfordshire.gov.uk/services/schools-and-education/at-school/emergency-school-closures/emergency-school-closures.aspx>

Students that walk to school or travel to school by car should aim to arrive by 9.45am – there is no requirement to arrive before this time.

For students that arrive before 9.45am:

- Students in Years 7-11 should go straight to The David Gibbs Dining Hall and wait there until they are told to move to Period 2 which begins at 9.55am.
- Students in the Sixth Form should go straight to the Sixth Form Centre. They should then go to Period 2 which begins at 9.55am.

Any public examinations will start at 9.30am (instead of 9.00am). Afternoon examinations will run at their published times.

Staff should arrive from the normal time if it is safe to do so, and supervise students that arrive before 9.45am in The David Gibbs Dining Hall/Hall or as directed by senior staff. Sixth Form students will be supervised by the Sixth Form leadership team – all other staff should supervise students in the main building.

To maintain student safety, we may insist that students remain inside the building throughout the day, with the only times where they will need to go outside the building being at lesson changeover. This decision will be dependent on weather conditions and be communicated to students accordingly.

As ever a decision about sending students to school in difficult weather conditions must be made by each individual family, as local conditions can vary considerably. Students should think carefully about their footwear to and from school and wear the most appropriate footwear they have to help them manage on very slippery paths local to the school, specifically in Mill Lane and surrounding areas. Students should then change into their normal school footwear on arrival. Students should also ensure that they are warm, wearing an appropriate coat, hat and gloves.

Staff must sign in using the staff list at Reception on arrival. Please do not telephone Reception to do this.

School will finish at the end of Period 5 – 3.00pm.

There will be no after school lessons/clubs/paybacks/meetings unless the weather has improved considerably during the day. We will communicate our position clearly on the school website and by text message.

In the event of worsening weather conditions during the school day necessitating closure, we will give as much notice as possible and communicate this decision by the modes of communication listed above. Any students in Years 7-11 that have problems getting home should report to The David Gibbs Dining Hall. Any Sixth Form students that have problems getting home should report to the Sixth Form Centre. The senior leadership team will work together to ensure that these students get home safely. We will not allow students to leave the site unless we are confident that parents/carers are aware and approve of arrangements.

Staff must sign out using the staff list at Reception on departure.

### **Further information: School Closure**

The decision to close Haileybury Turnford rests with the Principal and the senior leadership team. The school will only be closed as a last resort e.g. travelling becoming hazardous, or if the site is not safe for students and staff.

If school is closed, students in Years 7-11 should ensure all prep/project work/coursework is up-to-date for when they return to school. In addition, there will be additional 'school closure KS3 and KS4 learning activities' on the school website homepage which subjects will set for students to access. If a school closure period lasts more than two school days, all teaching staff will set specific work via Class Charts from the third closure day. Sixth Form teaching staff will set work for students and send details via email and Class Charts from the first closure day.

If the school is closed, public examinations will still take place for students that are able to travel to Haileybury Turnford. Morning examinations will start at 9.30am (instead of 9.00am) and afternoon examinations will run at their published times. Any exceptions to this would be clearly communicated via the school website.

Internal examinations will be re-scheduled for when school is open again.

Once a decision has been made to re-open after a closure period due to severe weather, this information will be given using the communication methods listed above.