

## **HAILEYBURY TURNFORD**

### **SCHOOL PROCEDURES DUE TO SEVERE AND EXTREME WEATHER – FROM JUNE 2023**

#### **A) SEVERE WINTER WEATHER**

During any periods of severe winter weather, our website will state one of the following by 7.30am at the very latest:

- School open as normal
- School open, but a later arrival time for students (time to be stated)
- School closed

We will aim to put this message on our website as early as possible, or the previous evening depending on the severity of the weather conditions locally, and informed by weather forecast and the National Severe Weather Warning Service.

**Our severe winter weather procedures can be viewed on our website.**

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 and email messages from the school
- Official Haileybury Turnford social media feeds (Facebook and Twitter)
- Email accounts (staff and sixth formers)
- Class Charts (students)

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.

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 remain in the Dining Hall. Any Sixth Form students that have problems getting home should remain in 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 normal procedures at Reception or in the Music/Dance Building on departure.

## **B) EXTREME SUMMER WEATHER**

During any periods of extreme summer weather, our website will state one of the following by 7.30am at the very latest:

- School open as normal
- School open, but an earlier finish time for students (time to be stated)
- School closed

Decisions about changes to opening arrangements due to extreme summer weather will be made at least the previous day, informed by the weather forecast and the National Severe Weather Warning Service. We will aim to put this message on our website as early as possible in advance of any changes to opening arrangements.

**Our extreme summer weather procedures can be viewed on our website.**

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

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- Text and email messages from the school
- Official Haileybury Turnford social media feeds (Facebook and Twitter)
- Email accounts (staff and sixth formers)
- Class Charts (students)

If the school is closed, public examinations will still take place for students that are able to travel to Haileybury Turnford. They will take place at the 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.

Staff must sign out using the normal procedures at Reception or in the Music/Dance Building on departure.

## **C) 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 should ensure all work set on Class Charts and Microsoft Teams is completed.

Depending on the nature of the severe weather and length of school closure, a decision will be made as to whether live lessons via Microsoft Teams will take place for students.

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.