

# Woodbridge High School

## Adverse Weather and Service Failure Procedures

### Information for Parents and Carers



#### Introduction

As far as is practicably possible it is always the school's intention to remain open for the full duration of the normal school day. There are times, however, when adverse weather conditions (such as heavy snowfall) or service failures (such as energy or water supply failures) occur which may affect the school's ability to operate a normal school day.

Any decision made to close the school is made with best intentions given all the information available at the time.

If such circumstances occur, parents and students need to be aware of the procedure to be followed and the sources of accurate information available.

#### Procedures

Unless the Headteacher (or Deputy Headteacher in the absence of the Headteacher) has announced that the school has been closed, it must be assumed that the school remains open.

If it is necessary to close the school for whatever reason, information will be given using the following methods:

- On the school's website here: <https://www.woodbridgehigh.co.uk/news/?pid=184&nid=2> This will indicate the latest information on whether the school is open or closed to both students and staff and will be regularly updated. However, please use another form of confirmation, i.e. school social media, in the rare case the website cannot be updated due to issues with the server.
- Via the school's social media channels: Twitter, Facebook and Instagram.
- Via text message. Parents will be sent a text message informing them of any closure as soon as practicably possible.
- Via email. Parents will be sent an email informing them of any closure as soon as is practicably possible.
- On the Local Authority's website here: <https://www.redbridge.gov.uk/crime-and-public-safety/preparing-for-emergencies/extreme-weather/>
- On local radio stations: BBC Essex and BBC Radio London.

Information will be published as soon as is practicably possible to enable parents / carers to make arrangements.

On occasion, it may be necessary to close the school during the day because hazardous conditions have developed or a service has failed. On these occasions, students and staff may be dismissed early. Information on early dismissal will be given through the methods above as soon as is practicably possible. Arrangements will be made if necessary for those students unable to travel home safely.

When the school reopens following adverse weather or a service failure, parents / carers will be informed through the school website and other channels set out above.

It may be the case that following a period of adverse weather, the school day will begin later than usual to enable all students and staff to complete their journey safely. Parents / carers will be informed of any planned late start to the school day through the school website and other channels set out above.

If the school is open but there has been severe weather, parents, students, staff and visitors must ensure they wear suitable clothing and footwear. The usual expectations for appropriate student footwear will be suspended in these circumstances. Every effort will be made to make the site safe, but car parks and minor roads around the school should be used with caution.

Steven Hogan  
Headteacher  
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