



PUTNEY  
HIGH SCHOOL

GDST  
GIRLS' DAY SCHOOL TRUST

# Weather Protocol

# Weather Policy

## Table of Contents

	Page No
Adverse Weather Protocol .....	3
School Open and Operating in Inclement Weather .....	3-4
Estates Management Team .....	3
SLT .....	4
Prevention rather than cure .....	4
Cold weather .....	4
Warm weather .....	4

## Weather Policy

If the school is to be closed due to bad weather, then the Adverse Weather Protocol is to be followed.

### Adverse Weather Protocol

We are committed to minimising disruption to our students' education and will always endeavour to keep the school open wherever possible. When the school is open during poor weather conditions, staff will supervise all pupils but we cannot guarantee that girls will experience a normal timetable, although staff will make every effort to teach as effectively as possible.

Parents should always make the decision to send their daughters to school in adverse weather conditions on the basis of their safety in travelling to and from Putney. Please consider the possibility of weather worsening during the day when making your decision.

Should conditions deteriorate during the day; the school will make every effort to contact parents as soon as possible. In such an eventuality, girls may go home if a parent is able to arrange collection or girls have permission to make their own way home. **Please note that this should only be in response to contact from school and not to a call from your daughter.**

Where we have no alternative but to close the school, we will contact parents via a School Comms text and email at 7am. As soon as a decision is made, a notice will also appear on the school's website and we will also tweet the information (follow us @PutneyHigh). A notice will be placed on Parents Place. As the situation progresses, we will post updates to the latest news section of the website and Parents Place

### School Open and Operating in Inclement Weather

Should the school be operating despite challenging weather conditions (i.e. normally due to snow or extreme cold weather) with pupils and staff in school, then the following processes should be addressed:

#### Estates Management Team

- Check heating systems and that all radiators are running effectively. Areas known to be particularly affected are the PAC, Classics rooms and Long Corridor
- Be prepared to distribute portable room heaters.
- Measure the temperature in the rooms regularly to ensure they do not fall below 17C (or in the summer rise above 30°C)

## SLT

- Deputy Head Pastoral to decide if an area of the school is identified as too cold / hot then pupils need to be taught in another area of the school and organise pupil needs.
- Deputy Head Academic to arrange for lessons to be moved and classes to be amalgamated where necessary.
- Comms to be sent to parents, pupils and staff as appropriate and ensure open lines of communication.
- Junior School Head to liaise with Junior School Deputies to decide how best to maintain teaching and learning on Junior School site.

## Prevention Rather Than Cure

- Severe weather conditions should be forecast, and planned for, in advance.
- Estates Management Team should act in advance and check heating systems are working – especially what impact this will have on a Monday morning after a cold weekend.
- Comms must be sent to parents and pupils in advance to offer pragmatic advice re keeping warm / cool. Points to be addressed include, but depending on specific circumstances, will not be limited to:

## Cold Weather

- Wear warm layers underneath uniform.
- Wear warm tights or trousers.
- Pupils should bring warm coats to wear should they be needed indoors.
- Pupils should wear warm clothing on their way to school e.g. woolly hat.

## Warm Weather

- Bring plenty of water to school and ensure you are hydrated throughout the day.
- Ensure you apply sunscreen often when outside.
- Hats (or Putney caps in Junior School) should be worn to protect pupils from the sun.