PUTNEY
HIGH SCHOOL
GDST
GIRLS' DAY SCHOOL TRUST

Weather Protocol

Putney High School Policy

Putney High School Policy

Weather Protocol

Table of Contents

Page No

Adverse Weather Protocol 3
School Open and Operating in Inclement Weather 3
Estates Management Team 4
SLT 4
Prevention rather than cure 4-5
Cold weather 5
Warm weather 5

Weather Protocol

If the school is to be closed due to bad weather, then the Adverse Weather Protocol is to be followed. Bad weather can come in many forms e.g. snow, wind, extreme heat. We will always pay heed to Weather Warnings issued by the Met Office, especially Red Weather Warnings.

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 everyone 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 based on their safety travelling to and from Putney. Please consider the possibility of weather worsening during the day when making your decision. Rain, wind and heat can all impact public transport provision.

Should conditions deteriorate during the day, the school will make every effort to contact parents as soon as possible. In such an eventuality, pupils may go home if a parent is able to arrange collection or if they 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.**

To cope with hotter summers, Putney High School has a large number of air-conditioned rooms and we will review our provision annually and we plan to increase the number of spaces with cooling or air management each year. On excessively hot days, we rotate the use of these rooms so that they provide benefit to as many staff and pupils as possible. If exceptionally hot weather coincides with public exams, or before Year 11 and 13 go on study leave, the number of usable spaces will be reduced, and this may be a factor in deciding whether we can provide safe and comfortable teaching for all year groups.

Factors which will influence a decision to open or close the school will include:

- The availability of local public transport;
- The safety of the local pavements and roads; and
- Any significant failures of school mechanical systems, e.g. multiple boiler breakdowns.

Where there is no alternative but to close the school, we will contact parents through SchoolPost, via text or email as early as possible, aiming for 7am. As the situation progresses, we will continue to keep parents fully informed.

If the Head does make the difficult decision to close the school, we will move as swiftly as possible to online learning recognising that this can take a little time to co-ordinate. Online learning should be available no later than the second day of any school closure.

School Open and Operating in Inclement Weather

Should the school be open, despite challenging weather conditions (e.g. due to snow or extremely 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

- The Deputy Head (Pastoral & Co-curricular) to decide if an area of the school is identified as too cold/hot, in which case SLT will arrange for pupils to be taught in another area of the school and support 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.
- Head of Junior School 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 the impact on a Monday morning after a cold weekend.

- Estates Management Team must have a robust system for proactive preventative measures to deal with adverse weather, including:
    - Gritting/salting so that students and staff are as safe as possible in potentially icy conditions;
    - Constant removal of leaves to prevent slippery surfaces; and
    - Regular all year round checking of lagging and leak detection to maintain systems and equipment.
- 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.
- 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.