

NEWBRIDGE SCHOOL

SEVERE WEATHER PLAN 2017-2018 (SNOW/FLOODS)

During periods of severe weather, such as heavy snow, flooding or due to other circumstances beyond our control, we may need to close the school at short notice. If we need to close the school, we will let parents/carers know through the following channels:

- * By text message by no later than 0800 hours, though it may be that in extreme weather if this is compromised, all details will be available on the website below by this published time.
- * Through the Worcestershire Hub web site:
www.worcestershire.gov.uk/cms/school-information-for-parents/school-closures.
This website will also have all other relevant information such as road closures;
- * Through local radio stations:
FREE RADIO (102.8 FM or www.freeradio.co.uk/)
BBC HEREFORD & WORCESTER (104.6FM or www.bbc.co.uk/herfordandworcester);
- * Staff can also call the Worcestershire Hub on 01905 765765.

As most of the staff reside some distance from the school, we may have a situation where, if insufficient numbers of staff can come to school safely, we shall also need to close. We will obviously do everything we can to keep the school open and will only make the decision to close the school if we have no other choice and there are serious health and safety issues.

STAFF PROCEDURES

1. **Before 7:00 am ALL teaching/support staff** must contact **Helen Priest** on School Absence Line ☎ 07531 141 152 to advise whether **they cannot** get to school base. The Headteacher will take the decision whether or not to close the school, based on weather conditions and availability of staff.
2. Between 7:00 am and 7:15 am an Assistant Headteacher will phone WCC Home/School Transport Emergency Line on ☎ 07852 321 547 to advise if Newbridge is open or closed. [On call WCC staff [Stuart Payton/Pete Smith](#)] WCC Transport should contact all taxi companies who provide taxi transport for that day.
3. After 7:15am the following actions will take place by Newbridge Admin team:-
 - Office Manager (LD) will text all Newbridge staff via TextAnywhere or Parentapps service to advise if school is open or closed.
 - The Assistant Headteacher will phone the Snowline to ensure the radio stations transmit the details of which Schools are closed.
 - Admin (SC) will phone/text parents/carers of all students on WCC home/school transport for that day. [SC to have necessary contact details]