



# Winter Weather Protocol

**Equality Analysis Impact**

Title of Policy: **Coombe Boys' School Winter Weather Protocol**

Date: November 2015

**Is there relevance to equality?**

- |   |   |           |
|---|---|-----------|
| 1 | Does the policy have an adverse effect on employees, pupils or the wider community and therefore have a significant effect in terms of equality? If yes, then please answer questions 2 and 3.                                  | <b>No</b> |
| 2 | Does the policy have an adverse effect upon a group with protected characteristics? (Age, Disability, Gender reassignment, Marriage/Civil partnership, Pregnancy/ Maternity, Race, Religion or belief, Sex, Sexual orientation) | <b>No</b> |
| 3 | Does the policy affect one or more of the equality objectives set by the school? (Please refer to the Equality Policy)  | <b>No</b> |

If the answer to question 2 or 3 is yes, a full equality analysis will need to be completed by the SLT Lead before the next committee meeting.

Please detail the objective and explain the relevance of the policy to the objective and protected characteristics below.

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## Rationale

As part of our unscheduled occurrences policy we have developed a protocol which will enable us to keep the school open much longer during periods of disruption such as snow provided that it is safe for staff, students and pupils.

### 1. Informing parents/ carers, pupils and staff

We will use the website, text messaging and email to ensure that all parents/carers are kept fully informed as to any changes to the school day. Feedback from parents/carers over the winter of 2012 /13 has confirmed that these methods are the best way of disseminating information to you.

We will use these methods to update you as regularly as possible on any changes to our timetabling for the day and will endeavour to have any relevant information available to view from 7am on the affected day. Our website address is: [www.coombeboyschool.org](http://www.coombeboyschool.org)

If you are in doubt as to whether the school is open please check the website first and do not wait for texts / emails.

### 2. On site Safety

We have large supplies of grit and salt which enable our site team to clear essential paths around the school in order to make the site safe for pupils and staff. On occasions however, it may not be possible to make all recreational areas such as the MUGA (multi use games area), basketball courts and the field as safe as the footpaths and this could result in these areas being closed when there is snow or ice on the ground.

### 3. Opening options

It is very unlikely that we will have to close the school and if this is the case then we will inform you via the website, email and by texting parents. In case of snow, the most likely event is that we will run a modified timetable in order to preserve teaching whilst keeping everyone safe. In this case we will make the announcement on the website and **attempt** to text and email parents.

#### Timetable 1 – the normal timetable

8.40-9.00am	Registration
9.00-9.50am	Period 1
9.50-10.40am	Period 2
10.40-11.00am	Morning Break
11.00-11.50am	Period 3
11.50-12.40pm	Period 4
12.40-1.10pm	Lunch
1.15pm – 2.05pm	Period 5
2.05-2.55pm	Period 6

**Timetable 2** – This timetable allows for a condensed school day. (School starts later and closes early to allow staff and pupils to get in and to travel home safely ensuring that all lessons take place)

9.30 – 10.15:	Period 1 and registration
10.15– 10.55:	Period 2
10.55 – 11.10:	Break
11.10 – 11.55:	Period 3
11.55 – 12.35:	Period 4
12.35 – 12.55:	Lunch
12.55 – 13.40:	Period 5
13.40 – 14.20:	Period 6 and registration

**Timetable 3** – School closes early. This timetable is for use when pupils and staff are able to get in on time but areas of the school grounds are inaccessible and if conditions worsen during the school day.

8.40 - 9.00 :	Registration
9.00 - 9:50	Period 1
9.50 - 10.40	Period 2
10.40 – 10.55:	Break
10.55 - 11.45:	Period 3
11.45 - 12.30:	Period 4 and registration
12.30	Dismissal from school