

December 2011

SEVERE WEATHER ARRANGEMENTS

This notice is designed to give parents the procedures that will be invoked at King's in the case of severe weather conditions. We do not lightly take the decision to close the school: however, the safety and welfare of the pupils is our prime concern in cases of extreme conditions. The procedures we will adopt are as follows:

1. If severe weather has taken place overnight and the school is to be closed for the day, a decision will be taken very early in the morning, by 7:00am. Information will be posted on the School's website, www.kingsmac.co.uk immediately and regularly updated throughout the day at prescribed intervals.

We would be grateful if parents would check the website whenever there is any doubt as to whether the school will be open or not. *If no information is published there, parents should assume that school will operate as normal.*

2. In the event of serious weather problems during the day, with its attendant traffic difficulties, the Headmaster may decide to close the School early. Similarly on the advice of bus companies the Headmaster may decide pupils in certain areas should depart early. Once again, a message to this effect will appear on the school website.

Members of staff will remain on the premises to assist with the administration until notified by the Headmaster/Principal that their presence is no longer required.

3. If parents make arrangements with the Divisional Office to collect their child owing to poor local weather conditions, their judgement will be accepted, but the School will only authorise such absences on receipt of explicit instructions from the child's parent not from the children themselves. All pupils who leave early with their parents must report to the Divisional Office before they depart and be signed out in the usual manner.
4. On the rare occasions when a bus departs early, the School will make every effort to inform all of the pupils who will be affected and they will be asked to contact parents to confirm the travel arrangements. Parents are asked to have an appropriate contingency plan in place should their child return early from school.
5. Sixth Form students who drive to school must contact parents if wishing to leave school early. They must also speak to a senior member of the Sixth Form team before leaving: if local weather conditions are poor and parents wish students to set off for home, this will be allowed but students must ensure that they sign out at the Sixth Form Office.

If parents have any queries about these procedures then they should contact the Divisional Office.