

## **BAD WEATHER EMERGENCY CLOSURE ARRANGEMENTS**

It is the policy of the school to make every effort to remain open whenever possible.

1. The decision to close the school rests with the Headteacher. In their absence, the decision will fall to the Deputy Headteachers, in conjunction with the Senior Leadership Team. The school will only be closed as a last resort e.g. travelling becoming hazardous, or if school is not safe for students and staff.
2. An announcement will be made on the school website and the local Radio Stations informed as soon as possible.
3. If a decision were made to close the School, the School website would be updated to this effect. BBC Wales, Real Radio, and Capital Radio would also be asked to broadcast the closure in order to inform parents. Parents would need to be listening to the radio and / or checking the school website.

4. **Worsening Weather Conditions During the School Day:**

- a) It is important to stress that the school will not close early if the weather deteriorates during the day. The school will follow its normal hours, formally closing at 2:55pm.

**However**, on occasion, the bus companies may inform us that they have decided to leave early: Should you wish to check whether your child's bus is leaving early, please contact the **Vale of Glamorgan Council, Planning & Transportation Division on 01446 700111**. Pupils will be informed of these new arrangements and any pupils that have problems getting home should report to the dining hall where the Senior Leadership Team will work together to ensure that these pupils get home safely.

**Under such circumstances the School Website will be updated to inform parents/guardians of the amended transport arrangements. It is the responsibility of the parent/carer to check whether buses are leaving early.**

- b) As a parent you may always come to the school and collect your daughter should you decided the weather conditions warrant such action. Alternatively, students are able to stay at school where it is safe and warm until 2:55pm when pupils will be released to walk home or alternative arrangements for collection can be made.

Students are only allowed to call parents if given permission to do so. Please do not overburden the telephone system with calls.

6. **PUBLIC EXAMINATIONS ADVERSE WEATHER ADVICE**

If the main school is closed due to heavy snow public examinations will go ahead as per JCQ regulations:

- If a student is unable to get to school safely to sit the examination, he/she will be able to retake the module in the summer. The examination boards will not allow the January paper to be taken at a later date in the January exam series
- A candidate who arrives after the start of the examination should be allowed the full time for the examination.

**However**, a candidate will be considered very late if they arrive more than one hour after the awarding body's published starting time for an examination which lasts one hour or more. In this case the awarding body is unlikely to accept the work. Should the examination last less than one hour, a candidate will be considered very late if they arrive after the awarding body's published finishing time or 30 minutes after the awarding body's published starting time, whichever is later. In this case the awarding body is unlikely to accept the work