



# Wade Deacon High School

*Innovation Enterprise Academy*

Exceptional Values

Exceptional Learning & Teaching

Exceptional Achievement

## Extreme Weather Policy 2014 -15

### Aim

The aim of this policy is to set out procedures in the event of extreme weather such as excessive snow, flooding, etc. The school will take advice, where appropriate, from the relevant authorities. The extreme weather policy exists to ensure the safety and well-being of all pupils and staff.

All staff should make every effort to get to school in the case of bad weather.

If it is deemed necessary to close the school owing to extreme weather conditions, this will be publicised:

- on the school's website (**[www.wadedeacon.co.uk](http://www.wadedeacon.co.uk)**) after 7:15am in the morning; please remember to press 'refresh' if you are accessing the website over a period of time as this will allow access to updated information.
- A recorded message on the status of the school will be left on the following telephone number:  
**0151 423 2721** and this telephone will be manned from 8.30am in the morning.
- Local Radio
  - City FM 96.7 FM
  - Wire FM 107.2 FM
  - Smooth FM 100.4 FM
- Pupils who arrive in school will be directed to the Restaurant.

Should weather conditions deteriorate during the school day, the Principal Head of School will make a decision as to whether the school should close. If it is decided to close the school, then parents and carers will be informed via telephone and/or text and pupils will be sent home. The closure of the school will be announced on the website. Facilities at the school will remain open for those pupils who cannot return home until their parents or carers arrive either at the school or their home.

Please ensure that all contact details (home, work and mobile numbers) are up to date so that we can contact you if necessary. Please keep the school informed of any changes in details, either in writing or by email to [school@wadedeacon.co.uk](mailto:school@wadedeacon.co.uk)

Every Student

Every Subject

Every Grade

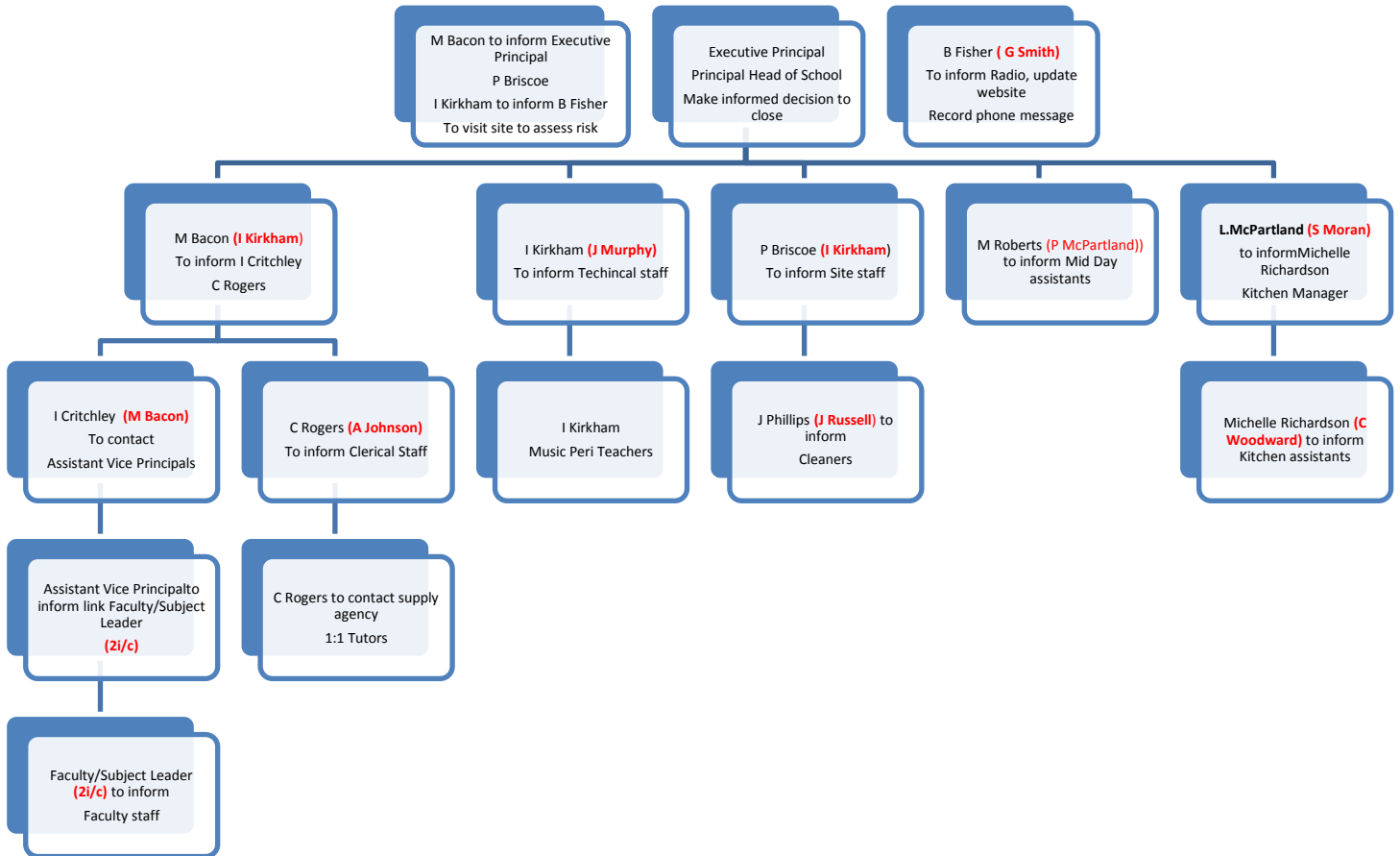
***'A Commitment to Excellence'***



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## Staff communication flow chart in case of closure:



### Roles and Responsibilities of key staff:

M Bacon, P Briscoe, I Kirkham to visit site and assess risk

M Bacon to inform L Fox of the outcome of the risk assessment

I Kirkham to inform B Fisher (G Smith) of the closure by 7.15am if possible

B Fisher **Remote access from home** (G Smith) to inform media of school closure and to put the information onto the school website

Staff to follow flow chart of communication **as above**

Pupils in school to be supervised in the Hall/ Restaurant/Sports Hall by **I Critchley, L McPartland, P McPartland**, S Lucass **C Woan, C Ward**, H Mealey, C Whitfield, D Annable, C Rylands, J Wright, J Oldfield Progress Leaders and staff as they arrive as they arrive. **Staff in blue to delegate in key areas and lead colleagues**

A Bacon (First Aid), I Phillips (First Aid)

C Rogers Office Manager. J Webb, D Hulme J Kirkham to assist with manning school phones

Communication Office and key staff: K Jones