



School Closure

The school will remain open unless a decision to close is made by the Head or, in his or her absence, a member of the Senior Management Team.

If a decision to close the school is made in advance, this information will be posted on the school website. Where possible, pupils will be informed directly and the school closure will be announced on West Sound and West FM.

If a decision is made to send pupils home when they are already in school, all available channels of communication will be used to ensure that each individual is able to return home safely, or go to the home of another pupil. Any pupil who is unable to make arrangements to return home, or to stay with a friend, will be looked after by school staff until the end of the normal school day.

The school switchboard will operate as normal, provided that members of staff are able to make the journey to school. Where possible, the school may also provide information to parents by email or text. It is important, therefore, that parents inform the school of any changes to their contact details, including email addresses and mobile telephone numbers.

In the event of school closure, the school will contact Dodds of Troon, who provide transport services for pupils, to cancel services. If buses have already commenced their journey, pupils will be looked after by staff when they arrive at school until return transport can be arranged.

Any member of staff who is able safely to travel to school should attend. It may be necessary to look after pupils or help to contact parents and arrange transport for any pupils who are stranded.

Travel to and from School

Staff

Staff, teaching and non-teaching, are expected to make every reasonable effort to attend work. In times of inclement weather, this may require the use of an alternative route or public transport. The school is not responsible for any additional costs incurred as a result of altered travel plans for the purposes of travelling to and from work.

Safety is the first consideration and the decision to travel must be made individually by each member of staff. The difficulties and risks of travel in inclement weather are often localised and can only be assessed on an individual basis.

Any member of staff who is unable to travel, or who will arrive in school late, should keep the school updated on a regular basis in order that appropriate cover can be arranged.

Pupils

The school expects pupils to attend whenever possible, but parents are responsible for deciding whether it is safe to travel in the event of inclement weather.

Wind

Strong winds are commonplace on the West coast and the nature of the school buildings means that high winds bring known risks. In particular, depending on the wind strength and direction, there is an increased risk of falling roof slates. There are four levels of response:

Level 1

Moderately high winds, bringing an increased risk of falling tiles

Average wind speeds will usually be above 30mph and objects of moderate size (bins, for example) may blow over.

Pupils will be advised by teachers to remain in the buildings where possible and to move smartly between buildings, without lingering in high risk areas.

Areas of particular risk may be identified, depending on the strength and direction of the wind, and these include:

- The back grass
- The immediate surroundings of Carleton Turrets, Craigweil House and Drumley
- The narrow alleyway between Carleton Turrets and the Science block
- The area between the Science block and the portacabins

Further details of risk areas and safe routes may be found in the Appendix to this policy.

Routines at the Outdoor Nursery will be adjusted in response to conditions. At level 1, some lower risk outdoor areas may still be used.

Level 2

High winds, where there is a clear risk of falling tiles

Average wind speeds may exceed 40mph and walking outside without being blown off line may be difficult.

As for level 1, but pupils will be instructed not to enter certain areas, which may be signed or cordoned off.

At this level, the Outdoor Nursery would only undertake indoor activities.

Level 3

Very high winds, where falling tiles are likely

Wind speeds may regularly exceed 50mph and being outside will be very uncomfortable. Fallen debris, which may include tiles or large branches, is likely.

Pupils will be kept in the buildings and only essential movement between buildings will be permitted. Where possible, entry/ exit will be supervised by staff.

The Outdoor Nursery would only undertake indoor activities and essential movement of children in and out of the building would be supervised by staff or parents.

Level 4

Exceptionally high winds, where school closure is advised nationally

There is a clear risk to person and property. Structural damage is possible and extensive debris is likely. National advice will be followed closely where possible.

SPJ

November 2015