

## **Inclement Weather Procedure Senior School and Sixth Form**

Parents will find the following points of information and guidance about our procedures during periods of inclement weather helpful or in the event of the need for any emergency closure. Our intention is for school to remain open.

1. On mornings when inclement weather will clearly affect the teaching schedule (e.g. following a heavy snowfall), students should go to the Hall (Senior School) or the Sixth Form library (Bateman Street) as appropriate to await further instructions.
2. Safety is the first consideration for each family. Whether your child attends school will depend on personal circumstances and local conditions. We appreciate that local conditions will vary and may change rapidly and we will understand if a student cannot get to us until after the start of the school day. Equally, if inclement weather sets in later and you are worried about the journey home, you may wish to give permission for your child to leave before the end of the school day. We should stress that this is a decision for the parents and not the students. Please let the School know if any student is going to arrive late or leave early.
3. On days where inclement weather will clearly affect the safe transportation of pupils, all or some of the Home to School Transport (HTST) service may be suspended. If a decision is made to cancel any HTST service the night before as a result of inclement weather (or other emergency situations), the Head of Logistics will liaise with Kura to communicate this cancellation with parents and the relevant schools. If a HTST service is cancelled during the morning of the intended service, the Head of Logistics will liaise with Kura and the School administrative offices to alert parents. The school may also utilise: ParentMail/iSAMS, the School's 'X' feed (@SPFJuniorSchool, @DameBradburys, of the SMS service. Please be aware there is a possibility that some HTST routes may operate whilst others may not be able to. It is the responsibility of the Head of Logistics to notify Kura and the relevant Head of School if internally serviced HTST routes are unable to operate.
4. To ensure that we know who will and will not be in school (and to comply with statutory requirements), we would ask you to inform us if your child is unable to attend by emailing: [studentabsence@stephenperse.com](mailto:studentabsence@stephenperse.com). Please avoid telephoning us unless absolutely necessary to ensure that telephone lines remain available for urgent calls.
5. In exceptional circumstances, we may take the decision to close the School early. In this event a notice will be posted on our website [www.stephenperse.com](http://www.stephenperse.com) and 'X' feed @SPFSchools. In addition, ParentMail notifications will be sent to parents. Adult supervision will be provided until every student has left the premises. Minibus transport may be suspended/cancelled if conditions are particularly severe.
6. For students sitting exams, please also refer to the [Inclement Weather and Public Examinations Procedure](#).

Reviewed: January 2025