

ADVERSE WEATHER – INSTRUCTIONS TO PUPILS

- If you use school transport, your Parents/Guardians should advise you of the length of time you should wait at pick-up points for school transport to arrive in bad weather and to where you should go if the transport fails to arrive. Please also see the Transport Behaviour Code issued with Bus Passes.
- You must follow any arrangements agreed with your Parents/Guardians about what you should do if a decision is made to close the school and/or release pupils early.

In the event of an early closure:

- The school bell and/or tannoy system will be used to advise pupils and staff of arrangements. **5 SHORT BELLS is the signal for all pupils to go to tutor classes** where arrangements will be clarified.
- You must follow all arrangements which apply to you.
- If your Parent/Guardian has indicated that you are not to be released from school until they have been contacted directly then you **must not** leave the school without the permission of a member of the Senior Management Team, who will ensure that appropriate arrangements are made. You must remain with your Tutor until instructed otherwise.
- Early closure is generally a staged process with some pupils (depending on transport) being released before others.
- Arrangements for transported pupils will be given priority.
- Once arrangements are finalised, pupils will be given permission to use personal mobile phones to contact Parents/Guardians should they wish. **It is very important that pupils do not use mobiles until they have been given specific instructions to do so.** This has been a major source of confusion in the past and it is essential that all pupils follow this instruction.
- If you are concerned that there may be a problem with your normal arrangements for getting to a safe place in the event of early closure (e.g. you would normally go home but have forgotten your house keys), you should contact a member of the Senior Management Team or go to the school office.

Local Pupils and Hosting

Local pupils and those going to 'host' families will normally be the last to be released. Pupil 'hosts' and those to be accommodated by 'host' families should meet in the school hall when instructed to do so. They must leave the school together.