



EARLY LIFE

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Extreme Weather Procedures



Extreme Weather Procedure Flowchart

Procedure for provision closure during the school day

Decision is made by Managing Partner to close the provision



Staff are alerted via text and email



Parents / carers / referring Provisions are alerted via text, phone call and website



Designated member of team to:

- Coordinate transport home for pupils through referring provision and parents

This will be overseen by a member of SLT



Managing Partner to ensure the process happens correctly:

- All parents and carers are contacted
- Mode of transport to be established from referring school
 - Taxi firms to be contacted
- Children who live furthest away to be prioritised
- Parents and carers contacted to check children have returned home



Designated SLT member to:

- Refer to priority list of staff members with difficult travel circumstances or medical conditions for leaving site
- coordinate departures when pupil numbers are low enough to make this safe



Designated team member to:

- Clear pathways / car park as appropriate to make exits safe