

## Severe Weather Policy

Severe weather conditions such as snow, flooding or extreme winds may cause problems for staff or learners when travelling to and from the School.

### Policy for staff

It is expected that all staff will make reasonable efforts to get to the School, taking into consideration alternative modes of transport and making time allowances. It is also important that personal safety is considered when making decisions.

If staff are likely to be late or unable to attend they must contact the School as soon as possible.

- If a member of staff makes every effort to get to the School, but is late, they will not suffer any loss of pay.
- If the School does not close and a member of staff fails to attend then salary may be deducted.
- If the School makes the decision to close, salaries will be paid.

When a decision by the Directors is made to close the School in the morning, before 8.30am, all staff will be notified by email.

When the weather conditions become severe during the day and a member of staff requests permission to leave because they believe they will experience problems getting home they must speak to the Principal or DoS. The School may decide to close after looking at information from the weather reports, transport providers etc. Staff will only be paid if the Directors make the decision to close.

### Policy for learners

Learners must call the School number and leave a message or email - [info@yeschool.co.uk](mailto:info@yeschool.co.uk) - if they are unable to travel.

All learners will be emailed with any information to their School email accounts and Facebook and Twitter will be updated.

All learners will be sent home if the weather deteriorates and the Directors feel that it is likely learners' travel and safety may be affected.

***Refunds will not be given to learners when attendance is affected by weather conditions.***