

Process for Severe Weather Conditions

November 2016



Action	Responsibility	Back Up
Ensure that drive and walkways are gritted	Site Manager (William)	Site Manager Haselbury (Warren)
Ensure heating system is in working order	Site Manager (William)	Site Manager Haselbury (Warren)
Make decision whether to close the school (Including Learning for Life Centre/RA Library), after checking weather reports and liaising with council/checking council website. Inform JC, PR,TD, NM, RF, GJ and PQ.	Headteacher (Sue Tripp)	Associate Headteacher(Carmel Fox) with the Chair of Governors
Inform LA if school will be closed on Snow Phone: 07908819082 (call or text)	Jackie Corcoran	Tanya Dervish
Text parents and staff to inform of closure	Jackie Corcoran	Tanya Dervish
Continually update website with info RE closure	Tanya Dervish	Nina McGarvey
Change answerphone greeting to say school is closed (Instructions below)	Glenn Jackson	Paul Quinn
Contact numbers:		
Sue Tripp	07941 813 602	
Carmel Fox	07920065198	
Paul Quinn	07583 832 625	
Jackie Corcoran	07870 302 941	
Tanya Dervish	07731 431 662	
Nina McGarvey	07990 763 626	
Glenn Jackson	07958 122 037	
Warren Raxworthy	07941 093 619	

DOCUMENT REVISION HISTORY

VERSION	DATE PREPARED	CHANGE DETAILS
INITIAL ISSUE	13 th January 2015	Initial Draft Document
REVISION 1	13 th January 2015	Final Document
REVISION 2	9 th November 2016	Final Document – amended in light of new staff/responsibilities
ADD ROWS AS NEEDED		

