

## **Bad Weather Procedure**

6.30am – Thomas Brothers to ring TDW if buses not running.

If this is the case, TDW to a) ring Radio Carmarthenshire (b) ring Mrs Heidi Hunt c) ring Warden/Deputy Warden d) ring Sarah Meadows/Adrian Thomas.

Mrs Heidi Hunt to a) put a message on the answerphone b) text parents c) put a message on the Website d) man the phones e) put a notice up in the Scruffery and on the 12 hour board.

During the day, weather conditions to be monitored and, if necessary, advice sought from Police, BBC Wales weather service etc. Thomas Brothers to advise TDW.

Closure of the School is only a **LAST RESORT** and this decision can only be taken by the Warden or, in his absence, the Deputy Warden. In severe weather conditions it must be judged whether sending children home is in itself putting them at risk! As long as the children are in school, they are in a place of safety. We must also ensure that parents are able to pick up children at bus drop off points – the Office will need to contact them directly if buses are to leave early (also place messages on Website, text parents, ring Radio Carmarthenshire ).

### General Points

1. Another member of staff to open up Prep School if SM/AT unable to make it.
2. Some parents/pupils may overreact. The message from the College must be reassuring and that we remain open unless advised by the authorities of issues with regard to travel etc.
3. If buses not operating, pupils to register in their Houses with HMs, and be held there until Point 5 decided upon.
4. HMs need to keep a check on pupils, and ensure that they are notified of any pupils being picked up by parents.
5. It may be necessary to run an alternative programme of activities etc if large nos of pupils are absent.
6. Staff to inform Main Office as soon as possible if they are unable to get in.
7. Catering should have adequate supplies and no problems are envisaged here.

Jim Davies  
Deputy Warden

*Updated 25/9/09 JGD. Review date 25/9/10.*