

## **Information for Staff**

### **Severe Weather Plan**

The school will make every effort to stay open on each day of the school year, yet in extreme circumstances it may be necessary to close the school due to adverse weather conditions.

#### **Closure before the Start of School**

A decision to close the school will be made by made the night before or by 06.45 on the day of the closure. All staff will receive an email, the school website will be updated and parents informed via Parentmail. NB: Past experience is that delays have been caused by website crashing and high internet usage means that messages may be delayed.

#### **Closure During the School Day**

In the event that weather conditions worsen during the school day and therefore making transportation difficult then Miss Tai may decide to close the school. In this event:

- All pupils and Form Tutors will be instructed to return to Form Rooms for registration.
- A Parentmail followed by a text will be sent to all parents.
- Information will be sent directly to Form Tutors regarding the closure of the school. Pupils will be permitted to use mobile phones at this point.
- Philip Beasley will track updates in transport in the local area and update staff via email.
- Form Tutors will remain with pupils as they arrange routes home and until a member of SLT dismisses the class.
- When most pupils have left, remaining pupils will be sent to the MB3 and supervised by SLT until all have left the school site.

#### **In the event that you are unable to travel to school if it is open**

It is expected that staff do make every effort to come to school, even if this means making different travel plans to normal. However, in extreme circumstances it may be the case that traveling to school is impossible. In this event staff are expected to:

- Inform the school as much as possible, outlining the attempts to travel that have not proved possible.
- Set appropriate cover.
- If possible, carry out school related work at home, which may include live lessons.

#### **In the event the school will be closed for more than one day**

- The same process as the closure for the whole day, except Miss Tai may choose to make this decision the night before. The school website and all communication will be updated by 06.45 for staff and 07.30 for parents.

## Remote Learning

The school does understand the sudden closure of schools can have an impact on households, both good and bad. The intent is to keep the process of learning going as much as practical.

- Key Stage 3 – relevant work placed on Teams for each lesson missed while school closed. This can / should be adapted to the circumstances e.g. practical lessons may be directed to watch a film from Oak Academy. When following up, staff should take into consideration that not all students will have access to resources.
- Key Stage 4 + 5 – as for KS3 except teachers may choose to deliver the work through a live lesson, if this is the case the lesson meeting must have been sent by 8.30 on the day of the lesson.
- PACE/Forum will be delivered in some format on a Tuesday if relevant.

If the school remains closed for more than 3 days, we will revert to the Remote Learning Guide:

<https://www.watfordgrammarschoolforgirls.org.uk/wp-content/uploads/2021/09/Remote-learning-provision-September2021.pdf>