

<b>ADVERSE WEATHER POLICY</b>	<b>FOR STUDENTS, GROUP LEADERS &amp; HOMESTAY PROVIDERS</b>
Updated: Jan 2019 (CSE MD & FD)	Due to be reviewed: January 2020

## 1. INTRODUCTION

- 1.1 Capital School of English (CSE Ltd) understands that students may have difficulties getting to and from school when there are adverse weather conditions. Adverse weather conditions refers to:
- heavy snow fall,
  - flooding,
  - (or) other adverse weather conditions which may result in travelling to and from school being extremely dangerous.
- 1.2 CSE Ltd's main concern is always the safety of students and staff. However, it will ensure that disruptions caused are minimal.
- 1.3 This policy states the responsibilities of all students and members of staff when considering attendance at school when there are adverse weather conditions, and states the appropriate procedures.

## 2. CONTENT

The following sections are included in this policy document:

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2. CONTENT
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4. POLICY STATEMENT
5. RESPONSIBILITIES OF ALL STUDENTS AND GROUP LEADERS
6. ADDITIONAL RESPONSIBILITIES OF STUDENTS WHO ARE AGED 16/17 (UNDER 18s)
7. ADDITIONAL RESPONSIBILITIES OF STUDENTS WHO ARE PART OF A GROUP
8. RESPONSIBILITIES OF HOMESTAY PROVIDERS
9. RESPONSIBILITIES OF CSE LTD
10. POLICY OPTIONS
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## 3. ELIGIBILITY

- 3.1 This policy applies to all students and is designed to promote fairness and consistency in the treatment of students at CSE Ltd when considering attendance at school during adverse weather conditions.

## 4. POLICY STATEMENT

- 4.1 Students should make every effort to attend school when there are adverse weather conditions without putting their personal safety at risk. SAFETY MUST COME FIRST.

Local road conditions must be considered when deciding to attend school or not.

The decision to attend school or not is the decision of:

- The student, if the student is over 18 years old
- The homestay provider, if the student is under 18.
- The group leader, if the student is under 16 or part of a group.

4.2 CSE Ltd aims to always remain open when there are adverse weather conditions. Staff at CSE Ltd will make every effort to attend school when there is adverse weather without putting their personal safety at risk. CSE Ltd cannot guarantee a normal school day; there may be disruptions to some classes due to staff not being able to get to and from school. We believe it is important to keep the school open as:

- Tuition fees have been received from students, parents and/or legal guardians.
- parents and/or legal guardians of students aged 17 or under expect their child(ren) to be cared for during scheduled lessons.
- CSE Ltd is responsible for ensuring attendance of students on visas.

4.3 In exceptional circumstances, when there is adverse weather, CSE Ltd may close the school ('**Closure Day**'). The below factors could result in a '**Closure Day**':

- the severity of the adverse weather conditions is on such a major scale that it is unlikely that many people (students and staff) will be able, physically, to get to and from school safely
- Not enough staff can safely get to the school to provide satisfactory care;
- the school grounds are not safe for students and staff;
- the school does not have sufficient heating, lighting and/or hot water;
- external agencies, such as the police, local government, motoring organisations etc, are advising against school travel in our area.

4.4 In exceptional circumstances, when there is adverse weather, CSE Ltd may close the school ('**Closure Day**'). CSE Ltd will make this decision based on the factors stated in section 4.3 above. CSE Ltd aims to post information about Closure Days on the school's social media accounts (Twitter, Instagram, Facebook) by 7:00am on the day. There will be no social activities on Closure Days.

4.5 If the school opens as normal at 08:30am CSE Ltd will aim to remain open for the rest of the school day (until 17:30). There may be times however, for the reasons stated in section 4.3 above, that the decision is taken to close the school early. We will post this on the school Facebook, Instagram and Twitter accounts as soon as the decision is made. There will be no social activities on Closure Days.

## 5. RESPONSIBILITIES OF ALL STUDENTS AND GROUP LEADERS

- 5.1 Students should not put their personal safety at risk when attempting to attend school.
  - 5.2 Students may need to use a different form of transport to safely attend school. If additional expenses are required to use a different form of transport these expenses cannot be reimbursed or refunded by CSE Ltd.
  - 5.3 In exceptional circumstances, when there is adverse weather, CSE Ltd may close the school (“**Closure Day**”). CSE Ltd will make this decision based on the factors stated in section 4.3 above. Students should check the school’s social media accounts (Twitter, Instagram, Facebook) for information on Closure Days when there is adverse weather. CSE Ltd aims to post about Closure Days by 7:00am on the day.
- 6. ADDITIONAL RESPONSIBILITIES OF STUDENTS WHO ARE AGED 16/17 (UNDER 18s)**
- 6.1 If your homestay provider decides it is not safe for you to attend school when there is adverse weather both you and they must notify CSE Ltd on the school phone number (01202 546875) or school emergency phone number or by email ([info@capitalschool.co.uk](mailto:info@capitalschool.co.uk)).
- 7. ADDITIONAL RESPONSIBILITIES OF STUDENTS WHO ARE PART OF A GROUP**
- 7.1 If your group leader decides it is not safe for you to attend school when there is adverse weather they must notify CSE Ltd on the school phone number (01202 546875) or school emergency phone number or by email ([info@capitalschool.co.uk](mailto:info@capitalschool.co.uk)).
- 8. RESPONSIBILITIES OF HOMESTAY PROVIDERS**
- 8.1 Homestay providers should check the school’s social media accounts (Twitter, Instagram, Facebook) for information on Closure Days when there is adverse weather. CSE Ltd aims to post information about Closure Days by 7:00am on the day.
  - 8.2 If hosting a student aged 17 or under, it is the responsibility of the homestay provider to decide whether it is unsafe for a student under 18 to attend school when there is adverse weather and to notify CSE Ltd on the school phone number (01202 546875) or school emergency phone number or by email ([info@capitalschool.co.uk](mailto:info@capitalschool.co.uk)).
- 9. RESPONSIBILITIES OF CSE LTD**
- 9.1 CSE Ltd must ensure that all students, homestay providers, group leader and staff are aware of the school’s Adverse Weather Policy, and that all students and staff are treated fairly and proportionately to their needs taking into account individual circumstances.
  - 9.2 CSE Ltd must ensure that the responsibilities of student, homestay providers and group leaders and staff are clearly communicated at induction, and/or in terms and conditions or contracts.

- 9.3 Management should decide on a case by case basis if it is appropriate for students or staff to leave school early. In taking the decision, they should consider:
- The students' and staff safety.
  - The operational requirements of the school.
  - Distance travelled to school.
  - Prevailing weather conditions and their expected duration.
  - Information and guidance from external agencies, such as the police, local government, motoring organisations etc, advising against school travel in our area.
  - Modes of transport available to students and staff.
  - The health of the student or staff member; for example, where it is known that they have a mobility or other health/medical condition special care should be taken in reaching a decision relating to attendance.
  - Other factors pertaining at the time.
- 9.4 In exceptional circumstances, when there is adverse weather, CSE Ltd may close the school (**'Closure Day'**). CSE Ltd will make this decision based on the factors stated in section 4.3 above. CSE Ltd aims to post information about Closure Days on the school's social media accounts (Twitter, Instagram, Facebook) by 7:00am on the day.
- 9.5 In exceptional circumstances, when there is adverse weather, CSE Ltd may close the school (**'Closure Day'**). CSE Ltd will seek to offer alternative arrangements, dates and venues, where possible. However, CSE Ltd reserves the right to cancel a course or make changes to course arrangements or timetable, without liability, if forced to do so for reasons beyond its control. For more information, see FORCE MAJEURE section of CSE Ltd's Terms and Conditions.

## 10. POLICY OPTIONS

- 10.1 Where adverse weather is prolonged CSE Ltd aims to always remain open when there are adverse weather conditions. In exceptional circumstances, when there is adverse weather for a prolonged period, CSE Ltd may close the school (**'Closure Day'**). CSE Ltd will seek to offer alternative arrangements, dates and venues, where possible. However, CSE Ltd reserves the right to cancel a course or make changes to course arrangements or timetable, without liability, if forced to do so for reasons beyond its control. For more information, see FORCE MAJEURE section of CSE Ltd's Terms and Conditions.

## 11. POLICY REVIEW

- 11.1 This policy will be reviewed on a regular basis, or in light of operating experiences and/or changes in legislation.