**Alternative Day / Bad Weather Protocol**

**Cold Weather**

* To be used in the case of extreme weather events involving snow or other inclement weather which makes difficult travel to and from school and around the school site.
* St Michael’s will only close under exceptional circumstances, but may follow an alternative day as detailed below:
* Staff will attend school as normal, and, where this is not possible, they must arrive before 9.30am, weather permitting.
* Students will arrive at 10.00am and follow a revised school day, as detailed below:

|  **Time** | **Activity** |
| --- | --- |
| 10:00 - 10:15 am | Registration |
| 10:15 - 11:00 am | Period 3 |
| 11:00 - 11:45 am | Period 4 |
| 11:45 - 12:30 am | Period 5 |
| 12:30 - 13:00 pm | Lunch |
| 13:00 - 13:45 pm | Period 6 |
| 13:45 - 14:30 pm | Period 7 |
| 14:30 pm | Return to form room for dismissal (all students including sixth form) |

• Students should leave for school having consumed a substantial breakfast.

• The early finish allows for students to travel home slowly and safely, and in full light; this also provides an opportunity for the Site Team to make the school ready for the next day (potentially, before things ice/frost over etc.)

• Where appropriate, staff will be allowed to leave at 3pm to ensure they travel home safely in daylight.

• Students will be able to purchase food during the lunch and those who are entitled to a free meal will be able to access their allowance at this time.

Parents and Staff will receive a text message/Schoolcomms if the school will be following an alternative day and an announcement will be posted on the school’s website. If you do not receive a text then it will be a normal day.

School will be open before 10 am for students. The later start date will allow for additional time for the Premises team to clear the site of snow.

**Alternative Day / Bad Weather Protocol**

**Hot Weather**

* To be used in the case of extreme weather events involving high temperatures which makes travel to and from school and around the school site uncomfortable or even dangerous.
* St Michael’s will only close under exceptional circumstances, but may follow an alternative day as detailed below:
* Staff will attend from 8:30am as normal.
* Students will arrive at 08:40am as normal, but will follow a revised school day, as detailed below:

|  **Time** | **Activity** |
| --- | --- |
| 08:40 - 08:50 am | Registration |
| 08:50 – 09:35 am | Period 1 |
| 09:35 – 10:20 am | Period 2 |
| 10:20 - 11:05 am | Period 3 |
| 11:05 - 11:25 pm | Break |
| 11:25 – 12:10 pm | Period 4 |
| 12:10 – 12:55 pm | Period 5 |
| 12:55pm | Return to form room for dismissal (all students including sixth form) |

• The early finish allows for students to travel home slowly and safely, before the hottest time of the day.

• Where appropriate, staff will be allowed to leave at 13:30 pm to ensure they travel home safely.

• Students will be able to purchase food during break and those who are entitled to a free meal will be able to access their allowance at this time.

Parents and Staff will receive a text message/Schoolcomms if the school will be following an alternative day and an announcement will be posted on the school’s website. If you do not receive a text then it will be a normal day.