**Alternative Day / Bad Weather Protocol**

With the forecast of snow and inclement weather more likely in the next few weeks I would like to clarify the procedures on ‘snow days’.

As in previous years we 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.

• School will start at 10.00am and follow a revised school day, as detailed:

| **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.

We hope there will be little disruption due to bad weather over the coming weeks but thank you in advance for your co-operation should we need to implement the alternative day.