



## **ST MARY'S COLLEGE ADVERSE WEATHER AND COLLEGE CLOSURE POLICY**

### ***Mission Statement***

**St. Mary's College is a Roman Catholic College operating under the trusteeship of the Marist Fathers.**

**We base our philosophy on the true Christian values proclaimed in the gospel and seek to provide a challenging, high quality education whereby all members of the College community can grow as balanced individuals, morally, intellectually and spiritually.**

***Sub Mariae Nomine***

### **Introduction**

If possible St Mary's College will try to remain open to ensure continuity of education. As long as the College buses are able to run as normal, the majority of staff can get into College, and the site is safe, then College will be open. However in the event of significant adverse weather, it may be necessary to close College and in such circumstances the following procedures will be followed.

These procedures would also be followed in the event of College having to close due to other issues such as a loss of water supply, electrical power or heating.

### **Closure before the start of the College day**

If weather conditions or other circumstances are such that College cannot function effectively or if the health and safety of students or staff would be compromised by opening College, the decision to close will be made by 6.45am. This is because the first College bus leaves the depot at that time.

Any decision will be based on information from the bus company, the premises team and from staff who live in the vicinity of College. The decision will be made by the Principal and communicated to the Network Manager who will immediately text parents and put the information on the Moodle front page, on Facebook and on Twitter.

SLT will also contact the Kitchen Manager.

### **Closure during the College day**

Any decision about early closure will be made by the Executive after consultation with the bus company, taking into account local traffic and weather reports and the conditions at College.

An all staff email will be sent by the Executive stating the closure time. In addition senior staff will go to each classroom to ensure that all students are aware of the

closure. Students using College transport will be notified of any change to their route and the departure time from College.

If buses are delayed, students will be asked to congregate in the hall and will be collected when their bus arrives.

Students who are collected from College or who have special travel arrangements will be asked to contact home to discuss alternative arrangements.

College will remain open and staffed until the last students are able to leave the site.

### **Action to minimise disruption to learning**

In the event of a closure, staff will post appropriate work for any cancelled lessons on Peartrees/Moodle. It is the responsibility of all students to check for work and to complete this work during the closure period. If adverse weather is forecast staff may be able to set work in advance, but must stress that College will be open unless students are informed otherwise by text/Moodle/Facebook/Twitter

### **Adult Evening Classes**

In the event of a closure, adult degree classes will be suspended and student will be contacted individually by the degree office. The degree office will also contact Liverpool Hope University to prevent staff travelling

### **Other Evening Events**

The usual procedure will be that if College closes during a day on which there is an evening event (Information evening or parents' evening) then that event will not go ahead and alternative arrangements will be made. This information will be displayed on Moodle/Facebook/Twitter etc. Only in exceptional circumstances would an evening event go ahead after the College has been closed

### **Disruption to external examinations**

If at all possible College will open so that any students who can attend get the opportunity to take their exam.

Once an external examination has commenced, the candidates will be allowed to complete the exam even if College closes before the stated finish time. If necessary the situation will be discussed with the students before the exam begins.

Arrangements will be made to ensure that if at all possible a locally-based member of staff will be able to act as an emergency key-holder to access the examination store in the event of a general College closure.

The text/Moodle/Facebook/Twitter message will stress that, where safe and practicable, students sitting external examinations should make every effort to get into College.

After the end of the examination session, the procedure would be as for an early closure.

If the College closes due to adverse weather during the internal exam week, then those exams affects will be held as soon as possible and details will be posted on Moodle/Facebook/Twitter

### **Reopening after a weather related closure**

The default option is that College will reopen as usual following a day of closure. If College is to remain closed a decision will be made and communicated as in paragraph 2 above.

Staff and students should therefore assume that College will reopen the next day unless they are told otherwise via text/Moodle/Facebook/Twitter

### **Procedure if students/staff are unable to get home**

In the event that College buses are unable to collect students, or if other students are unable to get home, staff including senior staff (AP S) will remain at College to supervise and co-ordinate. Students will be asked to remain together in the hall so that they can be kept up-to-date with developments.

Any staff who are unable to get home should also congregate in the staff room.

The premises staff will be asked to ensure that the heating remains on. If College buses are delayed by more than one hour, consideration will be given to providing students with a hot drink.

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