

<b>Adverse weather checklist</b>			
<b>Action</b>	<b>Who</b>	<b>Reserve</b>	<b>When</b>
Decision to be made re closure	Head		No later than 6:30am
SLT Text tree	Head	JCR	No later than 6:30am
Absent staff list collated	KHA	MTH	By 7:20am
Additional help on reception organised	DCL	KHA	
Grit and salt applied as early as possible	Site team		Ordered in summer term
Hard copy of checklist kept on Reception and with Headteacher's PA	DCL LTH		Checked at start of each term
SLT meet when possibility of bad weather to review arrangements	Head/SLT		Arranged at least day before at 3:30pm
Answerphone message changed	DMU	PL Trust	Night before, then am
Radio stations called once decision is made	LTH	TSM	By 6:30am if possible
Site check on day for issues	Site team		By 7:00am
Notices on front gates saying College closed	Site team		When decision is made
Message on website indicating if closed or open	DMU		No later than 7:00am
Staff out on duty from arrival	ABA	SMU	As soon as possible
Footpaths to be cleared	Site team		On day
PS Engage text message sent out: <b>all</b> staff and students	ABA	SRO/DCL	As soon as possible
Years 11/10 assemble in Sports Hall	HOYs/SSA		Notice up on day
Years 7/8/9 assemble in MUA	Heads of Year/SSA		Notice up on day
Alphabetical lists of each year group to Heads of Year	SRO		By 8:30am
Deputy Headteacher to produce timetable for day	ABA	MOF	By 9:00am
Catering arrangements agreed	JCR/CDE		By 9:30am
Times of bells notified to main office	JCR	ABA	By 9:00am
Senior staff on duty all day	All		All day
Associate staff [LSAs] on duty all day	EHI	KTU	All day
Message to students that they can use mobiles	HOY		Morning
Registers collected and sent to Attendance Office	HOY		By 10:00am latest
Central information point – SLT member available to communicate decisions and answer questions – based in main office	SLT		As early as possible

**Above arrangements checked at the start of each term by Headteacher and SLT**