

# Bedford High School

A Specialist Business and Enterprise College

To Care To Learn To Achieve



## **Guidance for Parents/Guardians, Students and Staff in the event of Adverse Weather Conditions**

## **Guidance for Parents/Guardians in the case of bad weather and school closure.**

The school will remain open at all times unless the Headteacher decides that site safety cannot be maintained. When this decision is made the parents/guardians will be informed by School Comms Texting Service.

### **Closure during the school day**

If we are forced to close during the school day, parents and guardians will be informed as soon as possible via School Comms Texting service, the school website and local radio stations. Students will be released to make their own way home unless parents contact school and instruct us to retain their child for collection.

### **If you have informed school that you will be collecting your child**

The Headteacher or other designated person and one other member of staff will meet parents in the driveway at the school's main reception and ascertain who they are collecting. They will call on the radio the name and form of the student who should be sent down to the car park at that time, not before. Members of staff will ask the students to verify the person collecting them before leaving school.

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

Should snow fall overnight, the school will be open if access to the site is/can be made safe and every attempt (with sensible safety considerations) should be made to come in. Normal lessons will continue, where possible.

If it is not safe to open the school, parents/guardians and staff will be informed as early as possible via School Comms Texting Service, the school website and local radio stations. The school will notify the local authority each day it is closed.

Parents are requested not to contact school to enquire about closure as this will block the telephone lines which may be needed by the school.