



Founded 1125

## Reading School Adverse Weather Plan

Reading School will endeavour to stay open for as many pupils as possible for as long as possible.

Reading School will aim to return to normal practice as soon as is safely possible during any period of adverse or inclement weather.

Reading School advises that parents should consider the safety of their sons when travelling to school when there are inclement weather conditions forecast.

Reading School will restrict its opening if in the opinion of the Headmaster and based on the information, advice and guidance available to him at the time if the risk to pupils, parents and staff from travelling in to school is too great.

Please note the following sources of information that you will need to monitor during periods of adverse or inclement weather:

1. The school website: [www.reading-school.co.uk](http://www.reading-school.co.uk)
2. Notification by email and text – please ensure that Reading School holds a current email and mobile number for you and that you have consented to receive communication via SchoolComms, our school communication system. .
3. Local Radio – Radio Berkshire and Heart FM

Reading School will always do its best to remain open and any decision on closure would be made on the basis of the safety of pupils and staff.

If the school needs to be closed part way through the school day, day pupils will be dismissed following communication via the school website and via SchoolComms.

Unless you confirm in writing to [secretary@reading-school.co.uk](mailto:secretary@reading-school.co.uk) by Monday 11<sup>th</sup> December 2017 that you do not want your son to be dismissed in the event of closure during the school day, we will assume that you agree to your son making his own arrangements to go home.

It is expected that Boarders will remain on site in the Boarding Houses, supervised by resident staff if the school is closed. An exception would be if the closure was expected to continue up to the weekend or if travel arrangements home are significantly complicated.

**READING SCHOOL, Erleigh Road, Reading RG1 5LW**

T: 0118 9015600

F: 0118 9353505

E: [headspa@reading-school.co.uk](mailto:headspa@reading-school.co.uk)

W: [www.reading-school.co.uk](http://www.reading-school.co.uk)



Founded 1125

## Reading School Snow Plan

Phase	Indicators	Education and Communication	Internal aspects/organisation
1. Preparatory Phase	<b>Snow is forecast</b>	<u>Normal Operation</u> - Communication with parents, pupils and staff should monitor school website, email and text	Estates - Hold sufficient stocks of salt/grit
2. Reading School open	<b>Light Snow falling or expected to fall</b> - Public roads open - Public transport running	<u>Normal Operation</u> - Communication with parents and staff should monitor mobile phones/email for messages and school website. Unless told otherwise by website, email or text, school will be open.	Staff – all staff likely to be in. Estates – start clearing snow and commence gritting. Reception – open Refectory – Catering open Boarders – food available
3. Restricted opening for Reading School	<b>Medium Snow is falling or expected to fall</b> - Roads passable but speed limits are reduced and delays likely. - Restriction on some public transport services evident.	- A reduced timetable of lessons from 10.00am and 3.00pm may be operated. There may be a shorter break for lunch. - Public exams (and internal exams e.g. sixth form) will be sat at Reading School. - Reading School will give priority for opening for pupils in examination years – Year 11, 12 and 13. - Communication – website will inform parents and staff of arrangements in place.	Staff – majority of staff are likely to be in Estates – clearing snow and gritting are priorities for work. Reception – open Refectory – catering available but may be limited.
4. Closure of Reading School	<b>Heavy Snow is falling or expected to fall</b> - Extreme weather warning by Met Office - Public Transport likely to be cancelled - Severe disruption on roads - TVP (Policy) warning people only to make journeys in an emergency	- Decision to close Reading School will be made no later than 6.30am. - The website will inform parents, pupils and staff when the school will be closed. - Updates will be given regarding when the school will reopen.	Staff – only staff who can get to RS safely should come to work. Assistance in clearing site of snow would be welcomed. Estates – clearing snow and gritting remain the priority. Reception – closed. Out of hours message on (or specific message with reason for closing) Refectory – catering unavailable Boarding – residential staff to supervise in respective boarding

**READING SCHOOL, Erleigh Road, Reading RG1 5LW**

T: 0118 9015600

F: 0118 9353505

E: [headspa@reading-school.co.uk](mailto:headspa@reading-school.co.uk)

W: [www.reading-school.co.uk](http://www.reading-school.co.uk)

Reading School is an Exempt Charity under Schedule 2 of the Charities Act 1993, and is recognised as charitable by HM Customs and Excise, ref. no. XT35863.

Registered address as above, a company limited by guarantee, registered in England no. 7475515.



Founded 1125

<p>5. Closure of Reading School <u>after</u> normal opening</p>	<p><b>Heavy Snow is falling or expected to fall</b></p> <ul style="list-style-type: none"> <li>- Extreme weather warning by Met Office</li> <li>- Public transport likely to be cancelled.</li> <li>- Severe disruption on roads</li> <li>- Police warning people only to make journeys in an emergency – not to undertake unnecessary journeys.</li> </ul>	<ul style="list-style-type: none"> <li>- Reading School will close at a specific time.</li> <li>- A decision will be made as soon as possible. The judgement will be based on the information, advice and guidance available to the Headmaster at the time.</li> <li>- Risk will be assessed with the overriding focus being on the Health and Safety of pupils and staff.</li> <li>- The fundamental aim is to ensure all pupils can get home safely.</li> <li>- Closing time will be in consultation with other schools</li> <li>- The website and internal school communication system will inform staff, pupils and parents when Reading School will close.</li> <li>- If parents do not want their son to be immediately dismissed then please inform us in writing.</li> <li>- Parents are advised to consider alternative arrangements in the event of an emergency closure.</li> <li>- In order for the school to communicate effectively, please ensure your primary telephone contact and email address on record are up to date at all times.</li> </ul>	<p>houses.</p> <p>Supervision – senior leadership team and staff who live locally or who can travel safely to supervise in the Refectory</p> <p>Pupils whose parents do not want them to be dismissed immediately and have written to the school in advance will be supervised until 3.25pm (normal closing time of school) by staff</p> <p>Boarding – residential staff to supervise in respective boarding houses.</p>
---	---	---	--

**READING SCHOOL, Erleigh Road, Reading RG1 5LW**

T: 0118 9015600

F: 0118 9353505

E: [headspa@reading-school.co.uk](mailto:headspa@reading-school.co.uk)

W: [www.reading-school.co.uk](http://www.reading-school.co.uk)

Reading School is an Exempt Charity under Schedule 2 of the Charities Act 1993, and is recognised as charitable by HM Customs and Excise, ref. no. XT35863.  
Registered address as above, a company limited by guarantee, registered in England no. 7475515.