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## Reading School Adverse Weather Plan

Reading School will make every effort to remain open for as many students as possible, for as long as possible. However, in the event of adverse or inclement weather, the school will prioritize the safety of its students and staff.

During such weather conditions, Reading School advises parents to carefully consider the safety of their child when travelling to school. The school understands the potential risks involved and encourages parents to make informed decisions.

In situations where the headmaster determines that the risk of travelling to school is too high, based on availability of information and guidance, Reading School will limit its opening. The safety of students, parents and staff is of utmost importance in such circumstances.

To stay updated on any adverse or inclement weather conditions, please refer to the following sources of information that will be monitored by the school:

1. The school website: [www.reading-school.co.uk](http://www.reading-school.co.uk)
2. Notification through email and text – please ensure that Reading School has your current email address and phone number, and that you have consented to receive communication via Bromcom, 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 regarding closure will be based on the safety of our students and staff.

If the need arises to close the school during the school day, day pupils will be dismissed after receiving communications through Bromcom and the school website.

Unless you confirm in writing to [secretary@reading-school.co.uk](mailto:secretary@reading-school.co.uk) by Friday 15<sup>th</sup> December 2023 that you do not want your child 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, under the supervision of resident staff if the school is closed. An exception would be if the closure is 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 9352755 E: [secretary@reading-school.co.uk](mailto:secretary@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.



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## 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. Move to Remote Learning	<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 (Police) warning people	- 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 - Remote learning will be provided via a mixture of teacher led lessons or set work	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)

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	only to make journeys in an emergency		Refectory – catering unavailable Boarding – residential staff to supervise in respective boarding houses
5. Closure of Reading School after normal opening	<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>- Parents who do not want their son to be immediately dismissed must inform the school in writing in advance</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, parents and staff to ensure their primary telephone contact and email address on record are up to date at all times</li> </ul>	<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>

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