

SEVERE WEATHER ARRANGEMENTS

The following arrangements have been put in place by the Council:

- We will forward relevant Met Office severe weather warnings to all Heads of Establishments.
- We will update The Council's website with any School or other closures as soon as you notify us.
- You can notify us via the drop box email account at school.closures@bracknell-forest.gov.uk
- Construction and Maintenance is manned between 8.30am and 5pm on normal working days
- Our Term Maintenance Contractors operate a 24/7 call out service via Forestcare out of hours.
- There is the following further advice and guidance to establishments:
- in the Schools Emergency Plan at <http://schools.bracknell-forest.gov.uk/policies-guidance/school-emergency-plan>
- <https://www.bracknell-forest.gov.uk/gritting/key-information-about-gritting>
- <https://www.bracknell-forest.gov.uk/crime-and-emergencies/emergencies/weather>

You may wish to consider the following for your site:

- Review the severe weather arrangements in your own Emergency Plan and ensure your processes for school closure are in place.
- Ensure that contact details for staff and key suppliers are in place.
- Ensure that salt bins are maintained and kept full and sand bags are available.
- Make your own arrangements for the gritting and clearance of roads and footpaths on site. Can you get a few parents in to help if you need to?
- Review heating control settings with the Services & Energy Manager at Hash.patel@bracknell-forest.gov.uk or on 01344 355195.
- Arrange for site management teams to undertake regular building checks for burst pipes etc. during severe weather.
- Review arrangements for notifying parents in the event of closure e.g. website, ansaphone message, notifying local radio stations

School Closure Procedure

Please make every effort to maintain the school in operation during a period of severe weather, however, if this results in your school having to close, open late or close early please observe the following protocol:

1. Inform the Chair of Governors and obtain agreement to close

Inform the Council by emailing: school.closures@bracknell-forest.gov.uk

3. If you are unable to email the Council, please contact:

- During office hours (08.00 to 17.00) Telephone 01344 354004
- Outside office hours (17.00 to 08.00) Telephone Forestcare 01344 786500.

4. Inform parents as early as possible to avoid un-necessary disruption. This could include:

- Informing Local Radio Stations
 - BBC RADIO BERKSHIRE broadcasts on 104.1, 95.4 FM, Telephone 0118 946 4200 (5.15am -7.15pm Mon - Fri), Code word is PUBLIC SERVICE. You may also be asked for your DfE number. Only notify closures and partial closures.
 - HEART broadcasts on 97.0 FM. email: thamesvalley.snow@heart.co.uk or thamesvalley.news@heart.co.uk depending on the cause of closure.
 - EAGLE RADIO broadcasts on 96.4FM. Telephone: 01483 300964. Email: snow@eagleradio.co.uk. Website: <https://www.eagleradio.co.uk/snow/> Code word is PUBLIC SERVICE.
- Updating the schools website
- Updating the schools ansaphone message
- Email/text where this is available
- By letter if this is appropriate
- By putting signs on the school gates/noticeboard

You should also review your closure plan in the event that this is required. If you do not have a closure plan there is a suggested template in the Schools Emergency Plan on the website at <http://schools.bracknell-forest.gov.uk/policies-guidance/school-emergency-plan>