

PORTFIELD SCHOOL & SATELLITE CENTRES

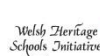


POLICY DOCUMENT FOR INCLEMENT WEATHER (SUMMARY)



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Review of Policy

This policy will be reviewed annually unless there are changes of circumstances or legislation requires it to be sooner.

Signed:
Headteacher

Date:

Signed:
Chair of Governors

Date:

Portfield School Mission Statement

Working together Learning together Achieving together

At Portfield School we strive to

- Create a happy, safe, supportive and stimulating learning environment
- Value everyone
- Develop everyone's personal, social, emotional health and wellbeing
- Promote relevant academic and vocational skills
- Meet individual needs through an imaginative and flexible approach
- Enable all learners to achieve their full potential

UNCRC United Nations Convention on the Rights of the Child

- Portfield School places the values and principles of the UNCRC at the heart all policies and practices
- Portfield School is a Rights Respecting School

INCLEMENT WEATHER POLICY FOR [PORTFIELD STAFF](#)

MANAGING STAFF IN SCHOOLS

5. Policy on Leave of Absence for reasons other than personal illness

NON-ATTENDANCE DUE TO INCLEMENT WEATHER

1. It is the responsibility of all employees to attend their place of work and only when this is not possible should they report to the nearest educational establishment. All employees are, as a matter of course and regardless of conditions, required to demonstrate their availability for duty. Payment of salary is normally dependent on attendance and availability at a specified location. It is within the discretion of the Governing Body, after consultation with the Authority to withhold payment for non-attendance in such circumstances.
2. The following notes are given as guidance: -
 - While Portfield School expects employees to make every effort to come to work, employees should not travel if it is dangerous to do so and should have due regard to health and safety.
 - Severe Weather may make travelling to work slower or more difficult. Where employees find that their journey to work is delayed they should, where possible, contact their line manager at the earliest opportunity.
 - [If it is safe to do so reach your normal place of work and failing to do so, the employee will report for duty to the nearest educational establishment within the ERW \(Pembrokeshire, Carmarthenshire\) area that it is safe to get to.](#)
 - [The employee should report his/her location to his/her Head Teacher by telephone/email who will record the information for pay purposes.](#)
 - Please ensure you have work to complete at home if you are not able to safely get to your place of work or alternative school. Teachers should ensure that the support staff have work to do at home which may take the form of reading material which can be photocopied about particular special needs teaching strategies useful to your class.
 - Material from an e-learning package is available in each class and teachers should ensure they direct support staff to appropriate sections if required to work on at home.
 - Material re: Signalong and welsh are also available in each class for staff to practice at home
 - All staff should read messages on the Staff Portal which will keep staff updated on school opening or closure times and view the Pembrokeshire County Council website. Information will also be broadcast on Radio Pembrokeshire.

- Should the conditions be such as to make this attendance not possible, the Governing Body reserves the right to use its discretion to withhold payment, except in those cases where specific circumstances are proven to be not possible for travelling. Such representations must be made personally or through the respective Teachers Associations.
- The above policy is non-contractual and the organisation reserves the right to amend or withdraw it at any time.