

parents and of ensuring that no child is sent away from school (particularly no young child) without a firm expectation that she/he will be able to get home safely. If some children are retained in school, then the education authority has an obligation to make meaningful educational provision for them, so that staff who live within easy travelling distance from school would normally be expected to remain in school with these children.

Reporting for Duty at an Alternative Place of Work

- These arrangements are intended to ensure that the education authority's statutory obligations are fulfilled (eg by avoiding a situation where a school may simply have to close to pupils because insufficient staff have been able to report for duty).
- On an annual basis you should liaise with your Head Teacher to ensure that your nominated alternative school remains the most appropriate; if you move house at anytime you should ensure that your Head Teacher is aware of this and you should also amend your nominated alternative school, if necessary.
- If you are genuinely unable to attend your normal place of work, but you can attend your nominated alternative school then you should try to inform your own Head Teacher of your plans; more importantly you should try to report for duty at your nominated alternative school on or before the commencement of the pupil day, if at all possible. If you have no choice but to report to school a little later in the day, then you should try to arrange for a message to this effect to be passed to the Head Teacher of that school.
- In reporting for duty at an alternative work place you should expect to undertake duties broadly similar to those you undertake in your normal workplace, with due account being taken of:
 - health & safety
 - the maintenance of effective learning and teaching
 - other practical issues
- It may be that in the course of the day the weather abates and you would be able to travel to your normal workplace; before deciding on

this course of action you should seek instruction from the Head Teacher of the nominated school in which you are working for the day; she/he in turn will probably wish to liaise with the Head Teacher of your base school before letting you know what decision is being reached.

Contingency Planning

- It is acknowledged that staff may attend their base school or alternative school and not be required in a classroom. Taking account of any advanced weather warning predictions, staff should make arrangements to have meaningful and worthwhile work available to them for use in their school and at home. The use of GLOW, national education websites, school websites and the education authority's intranet are useful sources of advice in relation to possible preparation and development of tasks.
- It is essential that during adverse weather colleagues remain in contact, particularly with the Head Teacher. Staff are encouraged to provide a mobile phone contact number to allow, where appropriate, the use of text messaging to update them on the operational status of the school/transport.



Towards A Shared Vision

We are committed to realising the potential of all children, young people, communities and staff by:

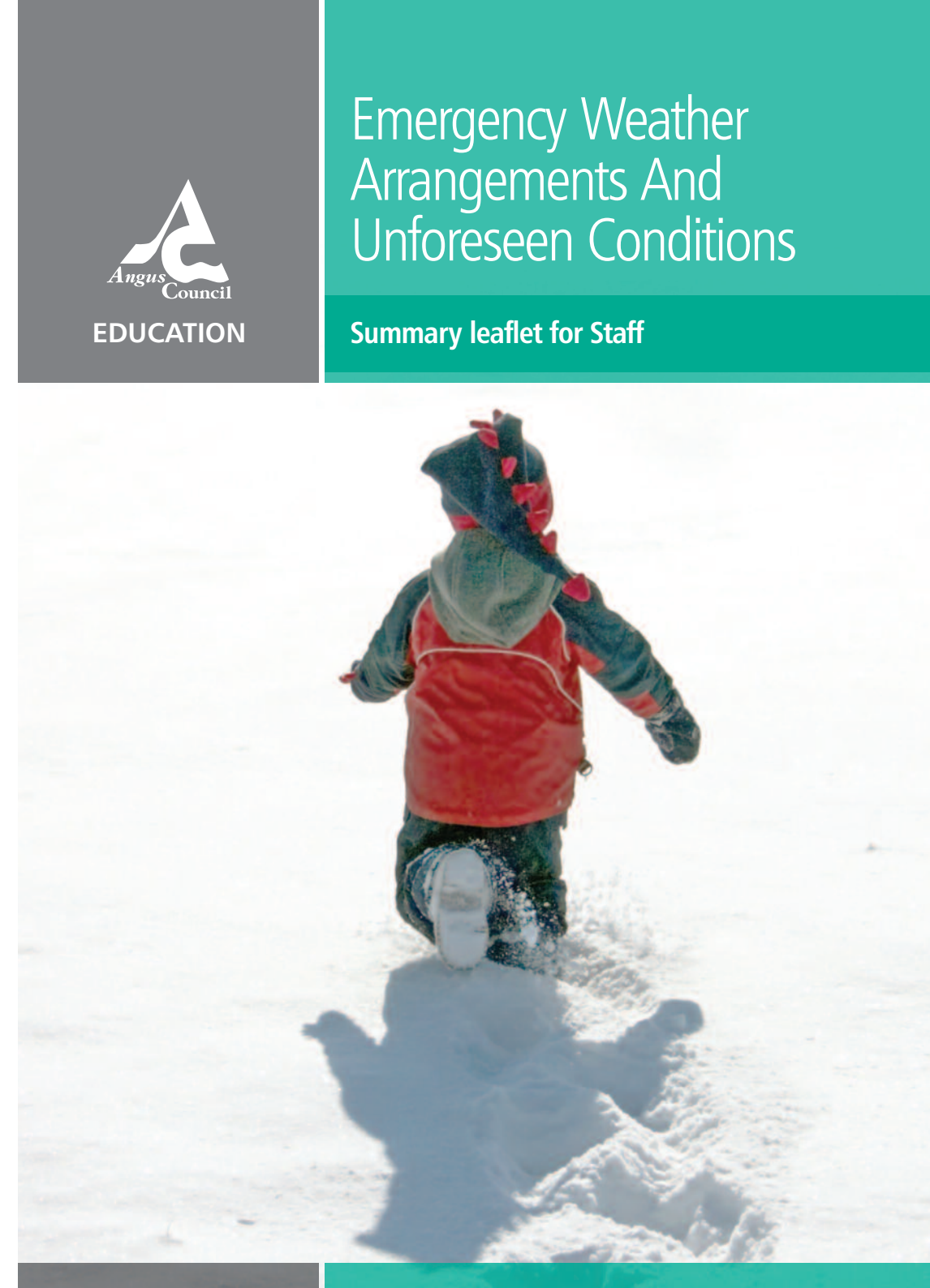
- putting people at the heart of all we do
- nurturing an ethos of achievement
- striving for sustainable improvement
- working co-operatively



EDUCATION

Emergency Weather Arrangements And Unforeseen Conditions

Summary leaflet for Staff



Underlying Principles

- The safety and well-being of pupils and staff is of paramount importance.
- If any pupils can travel to and from their schools safely, then there is an expectation that the education authority will try to make meaningful educational provision for these pupils.
- Staff are expected to make reasonable efforts to attend their normal places of work during severe weather conditions.
- In the event that any member of staff is unable to attend her/his normal place of work due to adverse weather conditions, that member of staff will be expected to report for meaningful duty at a previously nominated alternative place of work*, with a view to ensuring that the obligations of the education authority are fulfilled.
- Parental rights and responsibilities should be emphasised; any parents anxious about sending their children to school during exceptionally severe weather should be reassured by school-based staff that parental decisions to keep children at home in these circumstances will be fully respected (see also companion leaflet for parents).
- Many members of staff live some distance from their normal workplaces. These staff are expected to nominate an alternative workplace in Angus which they will be expected to attend in the event of exceptionally severe weather preventing them from attending their normal workplaces. A list of the nominated alternative workplaces for staff will be held by the Head Teachers of the base schools, by the Head Teachers of the nominated schools, and by the Staffing Section within the Education Department:
 - staff based in primary schools should nominate the Angus primary school closest to their home

- staff based in secondary schools should nominate the Angus secondary school closest to their home
- staff not based in schools should nominate the Angus school or office closest to their home

* (NB - some discussion/consultation between staff and Head Teachers may be desirable before these nominated alternative workplaces are finalised, with some staff possibly being asked if it is possible to nominate an alternative school in the same burgh, or in a closely neighbouring burgh).

Travelling to and From Work

A. Morning Travel

- Head Teachers are annually reminded of the arrangements to make use of the Angus Council web site, Tay Connect, ACCESSline and Radio Tay's Snowline.
- In the early hours of the morning when severe weather prevails, staff are encouraged to check the Angus Council web site (www.angus.gov.uk - "School Status" page). In the event that the difficulties have been apparent since the previous day, information will also be available on Tay Connect (Tel: 0844 855 1724) and/or Angus Council's ACCESSline (Tel: 08452 777 778) and will also be broadcast on Radio Tay (Tay AM MW 1161/1584 KHz or Tay FM 102.8/96.4 MHz) when available.
- Experience suggests that severe weather puts all the above services under considerable strain, and none can offer a perfect system for communicating information to all members of staff. It is therefore recommended that individual schools should each attempt to establish a system for cascading information to staff about the status of that school before the start of any school day affected by exceptional weather or other circumstances.
- If your school is closed to pupils, you should attempt to make the journey to your nominated alternative school.
- If your school and your alternative school are closed, there is no need to travel immediately to either location. You should contact your Head Teacher for guidance.

- If your school is open but you anticipate unacceptably difficult road conditions in trying to drive there, you should attempt to get to your school by some other reasonable means (public transport or by sharing with another colleague if possible and practicable).
- If your school is open and you are genuinely unable to get there by any means, then you should attempt to make the journey to your nominated alternative school (if you can make either (or both) Head Teacher(s) aware of your plans, you should try to do so).
- If your school is open and you have been genuinely unable to report either there or to your nominated alternative school, then you must inform both Head Teachers; you should also keep the weather conditions under review during the course of the day and report for duty at one of these locations, if you can reach one, later in the day should the weather abate.

B. Travelling Home

- In the event of severe weather prevailing during the school day, communication and consultation between schools in the same burgh will be essential, as will communication and consultation between Head Teachers and centrally based staff (particularly in terms of sharing predictions about weather and road conditions).
- Pupil travel will normally be governed by decisions taken by transport contractors; any member of staff whose journey home is similar to that undertaken by a school bus or school taxi should be allowed to leave school immediately after pupils travelling on that vehicle have set off.
- If weather conditions (and informed predictions about road conditions) suggest that any individual member of staff would be well advised to leave school early, then that member of staff should be instructed so to do. However, due regard should be paid to whatever short term weather forecast is available (eg weather conditions can improve and setting off from school in the midst of a blizzard may be less sensible than waiting for the blizzard to abate – there by possibly also providing emergency vehicles with an opportunity to make the roads safer).
- In the event that pupils do have to be sent home early from school, well established arrangements will apply in terms of informing