



Bad Weather Procedure

Ipswich High School's policy is to open and remain open during bad weather wherever possible in order to minimise the disruption to the pupils' education.

The school will be obliged to close in the following circumstances:

- Routes to school are dangerous/closed
- There is a risk to pupils, parents and staff in travelling
- Significant numbers of buses/coaches cannot access the school
- Adequate staff are unable to reach the school

We will endeavour to communicate with parents and staff via SMS (text message) and email in the rare event of a closure as early as possible on the day. We will also post updates on the school's social media and website.

Pupils travelling to school by car

If overnight it has snowed or it is still snowing, parents may wish to delay bringing their children to school until daylight, allowing the road conditions to improve. New or inexperienced drivers in the Sixth Form may also wish to do likewise.

Pupils travelling to school by bus/coach

The school has requested bus companies to make decisions about whether buses will travel by 6:30am on the affected morning and inform the school as close as possible to this time. The school will contact parents via email and text message as soon as possible on the day.

The end of the school day

Early Departure of buses

Buses will only be allowed to leave early if:

- i) the bus company has contacted the school and asked to leave early
- ii) the school has been contacted so that parents can be informed

Late Departure of buses

If the school is informed that a bus will be more than 20 minutes late, the school will contact parents as necessary. When the bus arrives, a member of staff will ensure that all pupils have boarded the bus before it departs.

Pupils travelling home by car

Pupils whose parents wish to collect them early in extreme weather are allowed to leave, but they must sign out at the School Reception.

New or inexperienced Sixth Form drivers may be allowed to leave early if they have obtained permission from the Director of Sixth Form. They must also sign out at the School Reception.

Pupils whose parents are delayed will be supervised by school staff until everyone has been collected.

Updated January 2019