



Healing Multi-Academy Trust

Adverse Weather Conditions Procedure

Author	Mrs A Smith
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Review Date	Autumn Term 2016
Consultations/Training	Governors, SLT, Teaching & Support Staff Unions

ADVERSE WEATHER CONDITIONS

PRINCIPLES

1. During bad weather, principally heavy snowfall, it is sometimes difficult for employees to get to their normal work base due to dangerous or difficult road conditions. It is incumbent upon employees to attend their work place on all days when they are not absent through sickness, annual or special leave or by other permission of the Principal/Headteacher.
2. However, it is not the intention that employees should undertake hazardous and dangerous journeys. The following general principles should form the bases of any scheme.
 - (a) Deductions would not be made from pay or annual leave entitlement on genuine cases.
 - (b) Teaching and non-teaching staff should telephone their place of work to explain their inability to attend work.

GUIDANCE NOTES

INABILITY TO WORK AS NORMAL

3. Where a member of staff is genuinely unable to report to School through adverse weather conditions, deductions from normal pay or annual leave entitlement should not be made but staff must be willing to make time up on other days when requested to do so. In determining a genuine attempt to attend a place of work management should be aware of the conditions in the employee's local area and attempts made by employees in similar situations.
4. Any employee who is authorised by the Principal/Headteacher to work shorter hours through adverse weather conditions should not suffer any detriment in his/her normal pay or leave.
5. Employees must attempt to attend work throughout the day as and when road conditions are safe. It is the duty of employees to communicate with the School throughout their absence and keep the Principal/Headteacher informed of the ongoing situation.

TRAVEL TO WORK

6. It is all employees' responsibility to report for work wherever possible. If they are unable to do so they should telephone the school and explain the circumstances at the earliest possible time.
7. Employees should consider sharing personal transport if this is practicable.

PROTECTION OF RENUMERATION

8. Employees who are sent home early or who are genuinely unable to report to the school through adverse weather conditions should continue to receive their normal pay or salary as though they had worked their normal hours.

Reviewing/Monitoring

All Policies are reviewed on an annual basis by the MAT Directors

Senior Member of Staff Responsible: Vice Principal, Healing School – A Science Academy

Governor Responsible: Chair of Personnel Committee of each school