



Sandwell Academy

Severe Weather and action in the event of snow

Policy Title:	Severe Weather and action in the event of snow
Policy Reference:	SA / Health & Safety
Description:	This document sets out how the Academy will respond to a heavy fall of snow
Status:	Recommended
Category:	Academy / Health and Safety
Contact:	Name: Mr A Currier Title: Operations Manager Email : acurrier@sandwellacademy.com
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Other relevant TOA policies:	Health and Safety
Adopted by the Governing Board on:	NA
Date for Review:	When poor weather arrives

Change Record		
Version	Date	Description
1.1	June 2011	No change to content, conversion of formatting.
1.2	Dec 2011	Addition of Keep Kids Safe Texting information.
1.3	Dec 2012	Addition of Twitter

1.4	Deb 2013	PAG endorsement
1.5	Nov 2014	Contact details updated
1.6	Jul 2015	Contact and coach stewards updated
1.7	Sept 2016	Contact details/Chair of Governors updated
1.8	Sept 2017	Contact details updated. Policy name amended
1.9	Jul 2018	Contact details updated/coach steward details deleted
2.0	Jun 2019	Reduction in numbers of students using coach
2.1	Jun 2020	Contact details updated
2.2	July 2020	Contact details updated
2.3	Jun 2021	No changes
2.4	Nov 2021	Contact details updated
2.5	Sept 2022	Contact details updated

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Emergency Procedure in the Event of Snow

Should significant snow fall occur overnight the following procedures will be adopted :

- Security Gatehouse to contact Groundstaff at 4.00am and Head at 4.30am should snowfall be heavy.
- Head or nominated SMT member to arrive at Sandwell Academy by 6.00am.
- Academy Groundstaff and Security to begin clearing the entrance, front car park and walk ways into Sandwell Academy.
- Staff arriving at Sandwell Academy who wish to help in clearing paths will be directed by Groundstaff.
- Operations Manager/Head to contact Endeavour coaches regarding Coach routes.
- Head or nominated SMT to make decision regarding opening Sandwell Academy.
- Reception to be manned as early as possible to provide information to parents and staff.
- IT Director to ensure a message is clearly visible on the Academy website including further information about the snowfall and status of Sandwell Academy. IT Director should also ensure that the Academy Twitter feed is kept up to date.
- Head's PA may send a message to parents and staff regarding the Academy status, but this will most likely only happen if the Academy is closed. Parents should not reply upon receiving a text message. **In the first instance, please refer to the website.**
- Staff to ring in to their Line Managers should they be running late. Line Managers should then provide an update to the Head and reception staff.
- Students arriving to be directed to Academy restaurant.
- If weather is excessively severe, the Academy will contact local radio stations – Free, Heart FM and BBC Radio WM to notify parents and staff that Sandwell Academy is closed.
- Staff/students arriving are dealt with on an individual basis to return home in the safest way. SMT are on site manage the situation, including manning the telephones.
- Contact details for all Senior Staff members and utilities can be found in the Crisis Policy.

Every attempt will be made to keep Sandwell Academy open.



Severe Weather – Information for Parents and Students

(Endorsed by the Parents' Advisory Group)

Sandwell Academy is different to most schools insofar as the catchment area for the Academy covers the six towns of Sandwell. This is a very wide area and we provide coach transport for about 450 of the 1250 students that attend the Academy. All of these issues have to be carefully considered when decisions are made to close the Academy and this is particularly difficult when adverse weather arrives when the Academy day has commenced.

During anticipated adverse weather periods there will be daily announcements using the website and twitter feed that are already in place. If necessary, we will use the text service.

If the weather were to suddenly deteriorate after school has started then updates about what action the Academy is taking to secure the safety of the students will be made every 30 minutes on the website and the twitter feed.

It should be remembered that when students are in the Academy they are safe, warm and can always be fed. The Academy would never ask students to leave the premises in adverse weather conditions even if it meant keeping the Academy open overnight.

These arrangements also mean that parents do not have to panic and put themselves at risk by travelling in adverse weather conditions. In Sandwell, our experience is that the roads clear quickly after the initial rush when local companies release employees early and then it is much safer to travel.

Key points for parents' to consider:

- It is for parents to decide whether or not their child should attend the Academy during adverse weather conditions and not the Academy.
- It is for the Academy to ensure that students are safe once they arrive even if this means they remain in the Academy building long after normal closing time.
- Only use the Academy website to obtain accurate information, it will be updated every 30 minutes, do not rely on hearsay.
- If the weather deteriorates suddenly, we will provide advice on the website regarding revised arrangements for coach travel, early or late release of students using public transport and students using their cars.
- Please do not telephone the Academy.
- Please do not telephone or text the students who will be in lesson, it causes a major disturbance.
- Although it is against Academy rules for students to telephone and text parents during the normal Academy day without permission, it is possible that some students may breach these rules. If this happens, work with us and verify their opinion by visiting the Academy website and then take sensible action.
- If you have to come to the Academy to collect your child please park outside the Academy grounds.
- Cars will not be allowed on the premises as this prevents the Academy from clearing snow and making the perimeter road around the Academy safe.
- There will be a senior member of staff at the Academy gates wearing a high visibility jacket to communicate with the Academy reception on your behalf and you should meet your child at the Academy gates. This can take up to 10 minutes when there is a high demand.
- Treat staff with respect and not in an aggressive manner, they will be helpful and co-operative to you.



Severe Weather – Information for Parents and Students

In the event of closing the Academy due to severe snow, Parents and Students will be informed as follows:

A statement will be posted on the Academy website (www.sandwellacademy.com) and on twitter (@Sandwellacademy) by 6.30am, clearly stating that the Academy is closed due to heavy snow.

A message will also be posted on the website when the school is due to reopen.

If the Academy is closed, further confirmation will be announced as soon as possible after 6.30am on:

<http://www.sandwell.gov.uk/schoolclosures>

Free Radio Birmingham	96.4 Fm
Heart	100.7 Fm
BBC Radio WM	95.6 Fm

Every attempt will be made to keep Sandwell Academy open.

Please do not telephone the Academy.

If there is no announcement, the Academy is open as normal.

Useful Contact Numbers

Forename	Surname	EC 1	EC 2
James	Saunders	07901 672631	
Andy	Currier	07872 195379	0121 559 7176
Tim	Mullen-Furness	07843 814410	
Daljeet	Kangh	07894 672 137	
Debbie	Walton	07784 220599	
Kevin	Hull	07803 150318	0121 689 9162
Leanne	Humphries	07753 138590	
Amandip	Lally	07702 257 790	
Christopher	Mills	01785 823 181	07525 668 910
David	Mogg	0121 557 2356	07894 672138
Michelle	Povey	01905 770184	07525 668 906
Mark	Pugh	01902 850842	07525 668903
Neil	Portman	0121 553 3768	07950 850536
Karen	Bladen	07903 820420	

Sandwell Academy Gatehouse

Sandwell Academy Gatehouse (24 hr security) - 0121 524 2811 / 07860 776693

Academy Governor Contact Numbers

Chairman of Governors: William Brewis 07815 053033

Local Radio Station details

BBC West Midlands Tel: 08453 009956 / 0121 567 6767

Email: bbcwm@bbc.co.uk

Free Radio Tel: 01902 461300

Email: closuresblackcountry@freeradio.co.uk

Heart Text message to be sent to 82122 starting with STUDIO

Tel: 0121 226 5700

Capital Tel: 0121 607 7288

The Academy's DfE number is: 333/6905 should this be requested by an external organisation.

Local Education Authority

Phone call to 0121 569 8298/8468 or

Email to be sent to: school_organisationunit@sandwell.gov.uk quoting 'Sandwell Academy' and the date of closure.

Department for Education contact details

Emma Collett 024 7682 3367 email: emma.collett@ypla.gov.uk

Electricity 0800 328 1111

Electrician

CD Morris (Paul) 07958 746856 or 0121 505 1173

CPM 0121 557 0777

Dodds

Richard Jones 07753 812388

Chris Griffiths 07590 180389

Gas 0800 111 999

Water 0800 783 444

Boilers **Joe (McQueens) – 07834 551578**

Paul Dutton – 07545 209804

Dave Howard – 07855 863007

Manstells – 0121 360 1445

Glazier Sandwell Glass and Glazing Ltd: 0121 556 9888

Plumber

Joe (McQueens) 07834 551578

Care Property Maintenance Ltd 0121 557 0777

Endeavour Coaches

0121 326 4994

Sean (Endeavour) – 07896 635267

John (Endeavour) – 07916 095025

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