

Severe Weather policy

Severe weather conditions such as snow, flooding or extreme winds may cause problems for staff or students when traveling to or from school.

Policy for staff

It is expected that all staff will make reasonable efforts to get to school taking into consideration alternative modes of transport and time allowances. It is also important that personal safety is considered when making decisions.

If staff are likely to be late or unable to attend they must contact their line manager as soon as possible

- If a member of staff makes every effort to get to school but is late they will not suffer any loss of pay.
- If the school does not close and a member of staff fails to attend then salary may be deducted.
- If the school makes the decision to close, salaries will be paid.

When a decision by the Directors is made to close the school in the morning before 8.30am all staff will be notified by email and the Leeds English facebook and twitter accounts will be updated.

When the weather conditions become severe during the day and a member of staff requests permission to leave because they believe they will experience problems getting home they must speak to their line manager. The school may decide to close after looking at information from the weather reports, transport providers etc. Staff will only be paid if the Directors make the decision to close.

Policy for students

Students must call the school number and leave a message or email info@leedsenglish.com if they are unable to travel.

All students will be emailed with any information to their school email accounts and facebook and twitter will be updated

All students will be sent home if the weather deteriorates and the Directors feel that it is likely students travel and safety may be affected.

Refunds will not be given to students when attendance is affected by weather conditions.