

COGNITA

Adverse Weather and Procedures Policy



January 2025

Horizon English School

1 General Statement of Intent

1.1 The aims of this policy are to:

- Ensure that the school remains open during adverse weather conditions, whenever practically possible, providing this can be done in a safe manner that does not affect the users of the school.
- Ensure that the decision to close the school is understood by and communicated to pupils, staff, parents and carers.
- Keep to a minimum the amount of time the school is closed during adverse conditions.
- Ensure that outdoor play during the school day only occurs when the weather conditions are appropriate (considering heat, humidity and air quality).

2 Reasons for Closure

2.1 It may be necessary to close the school during extreme weather conditions for a variety of reasons including:

- Conditions on the site (school site, site entrances, neighbouring roadways and parking) are considered unsafe for the users (pupils, staff, visitors and parents)
- Insufficient staff arrive at work for the school to operate safely
- Severe weather including flooding or sandstorms
- Accommodation and utility problems for example loss of power supply, cooling failures
- Advice from Police or Fire Authorities

3 Decision to Close

3.1 The decision to close the school before or during the school day will rest with the Principal or in their absence the Deputy Head, in consultation with the Site team.

3.2 The decision to close will be made where possible by 6.30am, on the basis of information from:

- Media about the weather, condition of local roads, paths and public transport
- Local Authority

3.3 The final decision as to whether the school proposed closure will be made in conjunction with Cognita Managing Director at the regional office referring to escalation procedures.

3.4 The school will inform KHDA of the closure and when the school is open again

4 Alternatives to Closure

4.1 It is sometimes appropriate to amend the opening hours of the school rather than close the school, eg opening later in the day or shortening the day. This should always be considered as an alternative to closure.

5 Notification of school closure before a school day

5.1 If a decision to close has been made before the school day, announcements will be made to parents via ISAMS and to staff via email.

6 Notification of school closure during a school day

6.1 In exceptional circumstances, the school may unfortunately have to close during a school day when the weather deteriorates and there is doubt as to whether pupils can be returned home later in the day.

- 6.2 The school will use ISAMS to contact parents.
- 6.3 Pupils who have no access to home will remain in school and arrangements will be made to ensure the safety and security of these pupils with the school until either collected or until parents contact the school with alternative arrangements.
- 6.4 If the weather deteriorates during the day, parents themselves may wish to collect pupils earlier than the official end of the school day. Parents must notify the school of their intention to collect a pupil, and report to the School Reception on arrival.

7 Staff Attendance

- 7.1 It is recognised that severe weather conditions can make it difficult for some staff to get to and from the school; however the expectation is that staff will make every effort to present themselves at school unless advised to the contrary by the Principal.
- 7.2 If staff are unable to get in, they are expected to complete administrative tasks, and set pupil work as required, during the working day.

8 Clearance of Water

- 8.1 The Site team will be tasked to clear standing water. The maintenance team will clear the drainpipes on the roof when notification of heavy rain is received. The Senior Operations Manager will delegate cleaners / support site team to clear the water, and open indoor drainage covers where needed. Site team ensure all doors and windows are closed so water cannot enter the building.
- 8.2 If the risk to pupils and staff safety around the school site is increased during the day then they will be restricted to indoors areas. At the Principal's discretion the playground / school grounds may be out of bounds at the beginning, break times and end of the school day.
- 8.3 Pedestrians to the school site are advised to stay on the pathways which wherever practically possible will have been cleared of water.
- 8.4 The school **Incident and Continuity Planning Toolkit** includes all emergency details needed to cover this type of business interruption in the running of the school.
- 8.5 The Principal must ensure a Risk Assessment is in place in advance which covers the hazards associated with flooding.
- 8.6 The site team may attend the school over the closure period and a weekend where required to assess onsite conditions.

9 School Transportation

- 9.1 The school will ensure that the bus service will be informed of the decision to close and we will endeavour to reschedule transport services.
- 9.2 The Senior Operations Manager and the bus Senior Operations Executive will consider whether it is safe to carry out the whole route or part of the route with the driver and if the decision is made to cancel or alter a route, the parents/carers will be informed.
- 9.4 The external transport provider require their own risk assessment which is considered as an ongoing process to ensure that weather conditions are considered and trips cancelled in the event of adverse weather conditions.

10 Setting Work for Pupils

- 10.1 The school will set work accordingly due to the closure of the school or inability of large numbers of pupils to attend due to the adverse weather conditions. This will be communicated electronically through the Seesaw platform. The work set will mirror the core timetable for the day where possible.
- 10.2 If staff are unable to set work, a member of their team / Head of Year will set work for their class on the Seesaw platform. If a large number of teaching staff are unable to set work, specialist staff and phase leaders will be delegated accordingly to support with the setting and marking of work.
- 10.3 Where the closure of the school is likely to be prolonged, appropriate work will be set for all pupils in the school. This will be communicated via ISAMS. This will follow a distance learning timetable set by the school that will mirror the core offer that the children would receive in school with live lessons being integrated if / when appropriate depending on the period of closure.

11 Continued Closure

- 11.1 The decision for the school to remain closed will be reviewed by the Principal on a daily basis, agreed and communicated as advised above.

12 Hot Weather

- 12.1 The weather will be monitored daily, to determine any necessary modification of activities, and to notify staff, in order to avoid heat related illnesses.

The school doctor will measure the **heat index** twice daily or more frequently as required during the warmer months. The decision making process may vary by year group, considering:

- Heat index (combination of Temperature and Humidity)
- Age of Students: FS1 to year 2 / year 3 to year 6
- Duration of outdoor breaks / PE activities
- No hat, no play policy
- Condition of the playground: shaded or not

To help achieve this goal, we work closely with parents asking them to provide their children with water bottle(s), school hat, and/or apply sun cream before coming to school.

- 12.2 The school doctor will check the outdoor temperature and humidity level and refer to the heatindex. Afterwards, she will confirm the following arrangement for the outside play (see appendix 1)
- FULL PLAY: play will continue as normal (outdoors)
 - NO PLAY (when we reach the danger / extreme caution zones of the index heat chart, dark orange or red): children to remain indoors

Children without a hat should spend their break time under the shaded areas only.

- 12.3 EYFS play based learning:

The teachers will check the temperature / humidity in the covered areas and refer to the heat index chart.

- **Extreme Caution Zone** (dark yellow): **Field will be closed.** The children will be given the opportunity to run under shaded areas only, carrying with them their water bottle. Back in class children will be asked to drink plenty of water.
- **Caution zone** (light yellow): Children are only allowed out if they have easy access to their water bottles and are monitored so that they have regular opportunities to drink and rehydrate. Monitor children closely so that children who have been outside for a maximum of 30 minutes must be sent indoors and have a drink and rest for at least 10 minutes before they are able to go back outside.

12.4 The PE department will check the outdoor temperature and humidity level on a daily basis, refer to the **heat index** and the **intensity rating** table (appendix 3). If we are in the extreme caution zone of the index, we will follow the guidelines below. They will modify the setting of the activity when required.

- **I.R. between 1 to 2:** normal activity
- **I.R. 3:** moderate activity with 2 water breaks (5mins) indoors
- **I.R. between 4 to 5:** high intensity activity with 3 water breaks (5mins) indoors

12.5 In the event of extreme heat or adverse weather conditions, teachers or staff members leading clubs that take place outside can cancel them and undertake them at a suitable inside location (in line with the **heat index**). In hotter months reminders to parents around regular drinks breaks, suncream and wearing a hat will be necessary.

12.6 During the colder months of from December - March, the PE team liaise with the Senior Operations Manager to ensure the temperature of the pool is adjusted appropriately. The PE team adapt lessons to ensure that time outside of the water is limited. During these months, if the temperature and wind chill drops to levels that are considered unsafe then swimming will be cancelled at the discretion of the Head of PE and school doctor.

13 Air Quality

13.1 The school doctor will check the air quality on a daily basis, or more frequently on stormy /sandy days, using an appropriate resource. Outdoor activities will be modified according to the Air Quality and Outdoor Activity guidelines (see appendix 2).

13.2 When the air quality is in the red / unhealthy zone, the PE department will be notified by the school doctor.

13.3 When the air quality is in the purple / very unhealthy zone, the entire school will be notified by the school doctor.

13.4 Pupils with respiratory issues must be continuously monitored during dust storms. If they show any signs of discomfort, they should be kept indoors and asked to report to the school clinic.

Appendix 1 Heat Index Chart

| | 25% | 30% | 35% | 40% | 45% | 50% | 55% | 60% | 65% | 70% | 75% | 80% | 85% | 90% | 95% | 100% |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
| 42° | 48 | 50 | 52 | 55 | 57 | 59 | 62 | 64 | 66 | 68 | 71 | 73 | 75 | 77 | 80 | 82 |
| 41° | 46 | 48 | 51 | 53 | 55 | 57 | 59 | 61 | 64 | 66 | 68 | 70 | 72 | 74 | 76 | 79 |
| 40° | 45 | 47 | 49 | 51 | 53 | 55 | 57 | 59 | 61 | 63 | 65 | 67 | 69 | 71 | 73 | 75 |
| 39° | 43 | 45 | 47 | 49 | 51 | 53 | 55 | 57 | 59 | 61 | 63 | 65 | 66 | 68 | 70 | 72 |
| 38° | 42 | 44 | 45 | 47 | 49 | 51 | 53 | 55 | 56 | 58 | 60 | 62 | 64 | 66 | 67 | 69 |
| 37° | 40 | 42 | 44 | 45 | 47 | 49 | 51 | 52 | 54 | 56 | 58 | 59 | 61 | 63 | 65 | 66 |
| 36° | 39 | 40 | 42 | 44 | 45 | 47 | 49 | 50 | 52 | 54 | 55 | 57 | 59 | 60 | 62 | 63 |
| 35° | 37 | 39 | 40 | 42 | 44 | 45 | 47 | 48 | 50 | 51 | 53 | 54 | 56 | 58 | 59 | 61 |
| 34° | 36 | 37 | 39 | 40 | 42 | 43 | 45 | 46 | 48 | 49 | 51 | 52 | 54 | 55 | 57 | 58 |
| 33° | 34 | 36 | 37 | 39 | 40 | 41 | 43 | 44 | 46 | 47 | 48 | 50 | 51 | 53 | 54 | 55 |
| 32° | 33 | 34 | 36 | 37 | 38 | 40 | 41 | 42 | 44 | 45 | 46 | 48 | 49 | 50 | 52 | 53 |
| 31° | 32 | 33 | 34 | 35 | 37 | 38 | 39 | 40 | 42 | 43 | 44 | 45 | 47 | 48 | 49 | 50 |
| 30° | 30 | 32 | 33 | 34 | 35 | 36 | 37 | 39 | 40 | 41 | 42 | 43 | 45 | 46 | 47 | 48 |
| 29° | 29 | 30 | 31 | 32 | 33 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 45 | 46 |
| 28° | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 |
| 27° | 27 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 |
| 26° | 26 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 34 | 35 | 36 | 37 | 38 | 39 |
| 25° | 25 | 25 | 26 | 27 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 34 | 35 | 36 | 37 |
| 24° | 24 | 24 | 24 | 25 | 26 | 27 | 28 | 28 | 29 | 30 | 31 | 32 | 33 | 33 | 34 | 35 |
| 23° | 23 | 23 | 23 | 24 | 25 | 25 | 26 | 27 | 28 | 28 | 29 | 30 | 31 | 32 | 32 | 33 |
| 22° | 22 | 22 | 22 | 22 | 23 | 24 | 25 | 25 | 26 | 27 | 27 | 28 | 29 | 30 | 30 | 31 |

Caution

Extreme caution

Danger

Severe danger

Appendix 2 Air Quality Guidance

AIR QUALITY GUIDANCE

The table below shows you how and when to modify outdoor physical activity based on the Air Quality Index.

http://www.dubaiairenvironment.dm.gov.ae/air_quality

| Air Quality Index | Guide | Actions |
|--|--|--|
|  0-50 | Great day to be outside! | No action needed |
|  51-100 | Good day to be outside. | No action needed |
|  101-150 | It OK to be active outside for short activities and PE sessions. | Take caution if children are outside for longer than 1 session. Ensure staff supervising are aware of children with asthma |
|  151-200 | More caution needed | P.E team to be informed to modify with lighter exercise including more breaks. Ensure staff supervising are aware of students with asthma. |
|  200+ | No outdoor activity | All playtimes, lunctimes, outdoor P.E and swimming sessions to be moved indoors. |



Appendix 3 Intensity Rating

| P.E. activities | | | | | |
|-----------------|-------------|-----------------|--------|----------|------------------|
| Activity | Year group | Location | Shaded | Duration | Intensity Rating |
| Basketball | year 3 to 6 | courts (6:30am) | yes | 60mn | 2 |
| Basketball | year 3 to 6 | hall | yes | 60mn | 1 |
| Football | year 3 & 4 | pitch | no | 60mn | 5 |
| Football | year 5 & 6 | pitch | no | 60mn | 5 |
| Girls football | year 5 & 6 | pitch | no | 60mn | 5 |
| Netball | year 3 & 4 | courts | yes | 60mn | 4 |
| Netball | year 5 & 6 | courts | yes | 60mn | 4 |
| Running club | year 3 & 4 | pitch (6:30am) | no | 45mn | 4 |
| Running club | year 5 & 6 | pitch (6:30am) | yes | 45mn | 4 |
| Swim squad | year 3 to 6 | swimming pool | yes | 60mn | 2 |
| Swim squad | year 5 & 6 | swimming pool | yes | 60mn | 2 |
| Swim squad | year 3 to 6 | swimming pool | yes | 60mn | 2 |
| Swim squad | year 3 & 4 | swimming pool | yes | 60mn | 2 |
| Swim squad | year 1 & 2 | swimming pool | yes | 60mn | 3 |
| Tag rugby | Year 3 | pitch | No | 60mn | 5 |