



Adverse Weather Policy

Frequency of Review	Every 3 years
Author	(Judicium model) CEO
Approved by	Trust Directors
Reviewed	March 2024
Date of Next Review	March 2027 (unless there is a material change)

Introduction

The Propeller Academy Trust (PAT) applies this policy to all employees of the Trust and its member schools (collectively referred to as “you” and “Staff” in this policy). It does not form part of any employee’s terms and conditions of employment and is not intended to have contractual effect. It is provided for guidance only and we reserve the right to amend its content at any time.

All Staff are required to make every reasonable effort to attend work taking into account personal health and safety when their normal transport arrangements have been disrupted due to extreme weather conditions.

We are committed to protecting the health and safety of its workforce. You are not expected to put yourself at unnecessary risk in travelling. However, we must ensure that any disruption caused to the Trust is minimised and therefore expects all employees to take the minimum steps outlined in this policy.

We understand that on certain occasions extreme weather may seriously delay, or despite making every reasonable effort to travel to work through alternative means, prevent, attendance at work. The following procedure should be followed in the event of adverse weather conditions and travel disruption.

Procedure to follow in the event of delays due to adverse weather conditions

Where you experience or anticipate on the basis of travel and weather reports specific to your normal commute route, a delay in your arrival time to work, you must notify the Chief Operations Officer (COO) (Trust central staff), or the person responsible for staffing/absences (school staff) at the earliest opportunity and before your usual start time giving an estimate where possible of your expected arrival time and where relevant provide an update where reasonably practicable if the estimated time of arrival changes.

Calls should be directed in line with the Trust sickness and absence reporting procedure in the first instance. Where contact details are not available, calls should be directed to the relevant main school office number.

It is essential that you follow the delay-notification procedure above to avoid unnecessary concerns and enquiries about your absenteeism at your normal start time in adverse weather conditions.

Failure to follow the delay-notification procedure may be treated as a disciplinary offence under our Disciplinary Policy and Procedure and may result in non-payment for the hours of work missed.

Procedure to follow where attendance is prevented by adverse weather conditions

Where, despite making every reasonable effort bearing in mind, your personal health and safety, you are prevented from attending work due to road closures, highways warnings on

the relevant commute route or suspension of public transport routes normally relied on, you must notify the Trust or relevant school by telephone no later than your normal start time and must speak directly to the COO (Trust central team), or the person responsible for staffing/absences (school staff), explaining the relevant circumstances preventing attendance and briefing on any work-related matters requiring attention that day.

In the event that the COO or the person responsible for staffing/absences is not available, you should contact the main school office.

Failure to follow the required notification procedure may result in the absence being deemed unauthorised and hence subject to disciplinary action under our Disciplinary Policy and Procedure.

Failure to follow the required notification procedure may also result in non-payment for the period of absence.

Staff should note that text messages, voicemails, emails, and messages left with colleagues will not suffice as adequate notification under this policy and procedure.

Where adverse weather conditions prevent attendance on more than one day, you are required to follow the above notification procedure on each day in which your attendance has been prevented.

Staff should note that they have no automatic legal entitlement to remain at home on full or reduced pay where their attendance at work has been prevented by adverse weather and they have notified us accordingly.

Where you have been prevented from attending work and have followed the correct notification procedure as above, we will confirm with you that your absence for that day is authorised and the following options will be explored:

1. if in the COO or Headteacher's opinion, you can work effectively from home, we will notify you accordingly, agree a schedule for the day's work and you will be paid at your normal rate of pay for that day.
2. if in the COO or Headteacher's opinion, you are unable to work effectively from home either due to the nature of your duties or due to insufficient resources at home to facilitate home working on that day, you may elect to take this time as paid annual leave if you work all year round and have annual leave remaining.
3. if you do not wish to or cannot take the time as paid annual leave, time will be taken as unpaid leave.
4. in certain circumstances as an alternative to unpaid leave and where such is in the COO or Headteacher's opinion reasonably practicable, you may with prior agreement use any extra hours already accrued to cover this period of absence or may, again with express prior agreement, make up the hours at a later agreed date.
5. where disruption due to severe adverse weather conditions continues or is in our opinion likely to continue for a more than one day, we may require staff to take annual leave to cover the period of anticipated disruption and will in accordance with its

statutory obligations, give notice of no less than double the number of day's proposed leave.

Late starts and early finishes

If you arrive at work late or ask to leave early due to adverse weather, you will usually be expected to make up any lost time as directed by the COO or Headteacher. However, the COO or Headteacher will use their discretion to waive this requirement in minor cases, or (in the case of lateness) where they are satisfied you have made a genuine attempt to arrive on time.

The COO or Headteacher also has discretion to allow staff to leave early and should have regard to the needs of the Trust or school and your personal circumstances.

Where half the normal working day or more is lost, this will be treated as absence and dealt with as set out above.

Temporary closure of a School or Trust Office

If, in exceptional circumstances, we must take the decision to close your workplace temporarily due to severe weather you will be notified as soon as possible and will be informed of the time at which you will be expected to leave the premises if you are still on site.

You will be paid for the period of the closure, and the COO or Headteacher may request that any outstanding online training i.e. Smartlog is completed during a paid absence.

Those able to work remotely during the closure may be required to do so.