

# **Torfield and Saxon Mount Academy Trust**



**Adverse weather conditions and  
transport strikes  
– policy regarding attendance at work**

**January 2022**

# Adverse weather conditions and transport strikes – policy regarding attendance at work

## Federation of Torfield and Saxon Mount Schools

**Date:** January 2022

### Document summary

This Policy outlines what arrangements should be made in circumstances where employees cannot reach their workplace due to adverse weather conditions or transport strikes and includes information about attendance at work and payment of salaries and wages.

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Non-statutory policy agreed January 2022

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# Adverse weather and transport strikes – policy regarding attendance at work

## Key points

- Employees have a duty to report for work at their normal workplace
- Employees should make every reasonable effort to attend work
- In circumstances where workplaces are closed due to adverse weather or public transport strikes, suitable alternative arrangements should be made where possible

## 1. Introduction

- 1.1. This policy applies to all full-time or part-time Academy Trust staff employed on permanent or temporary contracts,
- 1.2. This policy does not apply to casual workers, agency workers or contractors.

## 2. Related policies and guidance

- 2.1. The ESCC [Flexible Working Directory](#), as adopted by the Academy Trust gives information about leave entitlements such as unpaid leave and dependent care leave as well as requesting flexible working.

## 3. Responsibilities concerning travel to work

- 3.1. On occasion, the County may experience extreme examples of adverse weather and the national guidance and/or Sussex Police may give clear instructions to the public not to travel except in emergencies.
- 3.2. In order to fulfil his or her contractual commitment to the Academy Trust, an employee has a duty to report for work at the normal workplace if it is safe to do so.
- 3.3. Where, because of adverse weather or public transport strikes, the employee's normal travel arrangements are disrupted, he/she must make every possible reasonable effort to attend for work within the bounds of safety.
- 3.4. It is the responsibility of each individual employee to make a judgement, in the particular circumstances of adverse weather or transport strikes at the time they occur, about whether it is safe to travel from their home.
- 3.5. All staff should ensure that they have an alternative way of contacting their Headteacher in an emergency should they not be accessible via their usual School telephone number.

## 4. Alternative arrangements where it may be unsafe to travel

- 4.1. Employees who experience great difficulty should contact their Headteacher and agree one of the following alternative arrangements with them:
  - Where practicable, rearrange the employee's normal working hours to facilitate later attendance;

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- Where practicable, agree that the employee may work at home. Where practicable, agree that the employee may report for work at another school within the Academy Trust which is more easily accessible. Arrange for the employee to work additional hours at a later date to make up for lost time;
- Where the employee so requests, annual leave or unpaid leave may be authorised to cover the absence.

4.2. Supervisors or managers of employees with a disability should take into account any additional difficulty the employee may experience in attending work as a result of their disability when discussing alternative working arrangements with them and be as flexible as possible.

4.3. Where employees are unable to attend work because either:

- (i) they have the prime responsibility for childcare and are unable to attend due to school closures; or
- (ii) their childcare or other dependants' arrangements break down due to adverse weather conditions or transport strikes

this will be classed as Dependant Care Leave (see the [Flexible Working Directory](#)) and will not be covered by the provisions of this policy. Dependent Care Leave may be unpaid.

## 5. Workplace closures

5.1. In circumstances in which workplaces are closed due to adverse weather or public transport strikes employees should be treated as follows:

- In unforeseen and exceptional circumstances (e.g. an overnight flood) where notice of the closure was not given and it is not possible to agree alternative work arrangements such as those listed in [4.1](#), a normal day's pay will be granted;
- Where notice has been given and alternative work is provided normal pay should be maintained;
- In very exceptional circumstances, where notice has been given, but no alternative work has been provided, or alternative working arrangements agreed, normal pay should continue provided that there is a contractual commitment to pay employees in such circumstances;
- Where employees reach their work centre and are either sent home immediately or released early with the consent of the Executive Headteacher they should be granted a normal day's pay.

5.2. Arrangements will be made to contact local radio stations and to keep an update of the situation posed on the School and/or County Council's websites. Staff should make use of these services for information and advice.

## 6. Text alert service

If the decision is made not to open the school due to both the current snowfall situation and the likely worsening effects during the school day, the school office staff will notify all parents, carers and staff by the automated texting service in use at that time. The message will be **'Saxon Mount/Torfield School is closed to staff and pupils. Further information will be posted on the school website and further**

**text updates will be sent as necessary.** Class Dojo will also be used to inform parents where this is appropriate to do so.

The Local Authority will be notified via the specified routes. This will generate the necessary media coverage required for school closures.

If the school site is accessible to staff, but closed to pupils, a message to staff will be sent that says; **'Saxon Mount/Torfield School is closed to pupils. Staff who can safely make their way to school, should please do so'. Please inform the school office if this is not possible'**.

This process will be repeated daily during the period of severe weather unless a decision has been taken on any one day that the school will be closed for more than that day. In this case prior notification will be delivered via the text message and LA methods in advance of any additional days.

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Next review date: January 2024