

Each day, discovery.



ELTHAM COLLEGE

Extreme Weather Protocol

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Version Control Information

Reason For Amendment	Name	Date	Main changes
Annual Review	James Martin	May 2020	Detailing methods of communication
Annual Review	James Martin	June 2021	No changes
Annual Review	James Martin	August 2022	No changes
Annual Review	James Martin	August 2023	Title amended to 'Senior Deputy Head'
Annual Review	James Martin	August 2024	Twitter amended to X
Annual Review	James Martin	August 2025	X social media as means of communication removed Cover mailbox for staff absence
Annual Review	James Martin	August 2026	Updated communication methods to include Zeelo and SOCS. Staff Absence mailbox details updated.



1 Introduction

In the event of extreme weather such as snow or flooding, the school will take advice from the relevant authorities and make an active decision about whether to close. Wherever possible the whole school will remain open, although we cannot guarantee to run all lessons and activities as normal. Members of the Senior Leadership Team and other available members of staff who live locally will supervise children, and hot food will be available if possible. As a rule, the school will look to make a decision before 7am.

2 Communication

If it is necessary to close the school, a message will be placed on the school website, and all parents and staff will receive an ElthamPost to that effect. Subsequently, messages will also be posted on our social media platforms.

If our coach operators or school minibuses are unable to provide their normal service, this will also be announced via Zeelo, on the website and by ElthamPost to the parents of relevant service users.

Information regarding sports fixtures and other extra-curricular or out-of-hours activities will also be updated on the website and SOCS at the earliest opportunity.

3 Staying safe

Eltham College has a wide catchment area, and it is acknowledged that whilst conditions in Mottingham may be fine, this may not be true for other parts of the school's catchment area. No student, parent or member of staff is expected to travel to school in poor conditions if doing so puts them or others at risk.

Parents should contact the school office and leave a message explaining if their son or daughter is unable to travel to school because of extreme weather conditions.

Staff unable to complete their journey to work should take the same steps as they would for any other unplanned absence (i.e. advising their line manager and alerting the Staff Absence mailbox if teaching cover is required).

4 Closures During the School Day

Should the school have to close early, this will be announced on the website and all parents will be sent a message via ElthamPost and an SMS. Special arrangements will be made with our minibus drivers and coach contractors, who may be asked to operate the school runs early if conditions seem to deteriorate. Facilities at the school will remain open for any students who cannot be collected in advance of the usual time.

5 Contact Details

It is in every family's interest that the school has full up-to-date contact information (including email addresses and mobile telephone numbers). It is essential that parents keep the school informed of any changes in these details, either in writing to the School Office or by e-mail to schooloffice@eltham-college.org.uk