



Winter Ready Policy

Ardscoil Ris,
Griffith Avenue,
Marino,
Dublin 9

Rationale:

The purpose of this document is to outline the steps to be taken in the event of severe weather conditions which may necessitate the closure of Ardscoil Ris. It outlines the responsibilities and roles of each partner within the school community. It also outlines the steps to be taken in the event of the school remaining open and in the event of a school closure. This document should be read in conjunction with the **DES Circular 0034/2011**.

School Closures:

The decision to open or close the school rests with the Board of Management. The Board will consult with the Principal and Deputy Principal. Every reasonable effort will be made to keep the school open in the event of bad weather provided that;

- a) The Board of Management can ensure the health and safety of all on the school premises.
- b) People can get to and from the school safely.
- c) The school is in a reasonable condition within which to work.

Procedures in the event of a School Closure

Where the Board of Management takes the decision to close the school, the Principal will communicate the decision as early as possible to the staff, students and parents of the school. This will be done through the following methods:

- Updating the school website
- Texting the parents and staff of the school.
- Use of staff emails. Staff should check their emails at least once a day, in line with the **Agreed Practices on Use of Emails**.

In the event of a school closure due severe weather conditions, the school may be obliged to make up any days lost. In the case of this event, in 2018 the school will make up the days in the following order of priority:

- Sports Day
- The first 3 days of February Mid-Term
- The first 3 days of Easter Holidays

Every reasonable effort will be made to ensure that examination classes do not miss out on tuition time. If the school is forced to close, the Principal may take the decision to ensure that all examination students attend all examination classes until the end of May. Students who are in a Junior or Leaving Certificate class may be due to take an oral or practical test during the time the school is closed during severe weather. If this happens, the State Examinations Commission will communicate with the school to put in place alternative arrangements.

Procedures in the Event of the School Remaining Open

During extremely severe weather conditions where the school remains open, the following procedures will be in operation:

- a) Classes will begin at 10 am and end at 2 pm.**
- b) There will be eight classes, each of thirty minutes duration.**
- c) The usual break times of the school day will not take place in order to facilitate the shortened school day.**
- d) Staff who are unable to get to work safely are asked to contact the Deputy Principal at their earliest convenience. Staff should also email work for their classes to the Deputy Principal.**
- e) Students will enter through the front doors of the school. First Years, Second Years and Transition Years will enter through the front doors at the Study Hall and proceed directly to their corridors. Third Years, Fifth Years and Sixth Years will enter through the main front door and proceed directly to their corridors.**
- f) Teachers who are scheduled to be on lunchtime supervision will remain in the school until 2.20 pm to assist with the supervision of students leaving the school.**
- g) Year Heads will supervise the corridors of their year groups at the start of the school day and at the end to ensure that health and safety of all students is maintained.**

Recording Absences:

Roll calls will be taken as usual during each class period during the day. The main school roll call will take place during period 1 (10 am) and during period 7 (1 pm). The normal school rules for absences and late comings will be observed. Parents are asked to ensure that all absences and late comings are accounted for and explained in writing to the relevant tutor.

Health and Safety:

During poor weather conditions, the need for extra caution with regard to health and safety is to be observed. Students who endanger the health and safety of another member of the school community at this time will face sanctions in accordance with the school's Code of Behaviour.

In order to ensure the health and safety of people on the premises of Ardscoil Ris, access to the rear of the school grounds will be prohibited during these times. Consequently, there will be no access to the bike sheds and students are asked not to bring their bicycles to school as their security cannot be guaranteed. Students should use means of transport other than bicycles in order to get to school during poor weather conditions.

Planning the Journey during Poor Weather Conditions:

Staff, students and parents should allow extra time for their journeys during times of poor weather conditions and travel as safely as possible. Members of the school community may find the following links helpful when planning their journey.

- <http://www.theaa.ie/AA/AA-Roadwatch.aspx>
- <http://www.theaa.ie/routes/>
- <http://www.dublinbus.ie/>
- <http://www.irishrail.ie/>
- <http://www.winterready.ie>
- <http://www.ardscoilrisdublin.ie>

Those who take the journey to Ardscoil Ris during times of wintery weather are asked to exercise extreme caution and care and should only undertake the journey once satisfied they can do so safely.