

Day Pupils / Parents

- The College will always endeavour to remain open despite harsh winter weather conditions so as not to disrupt teaching and learning. In the unlikely event that the College must close, as a result of the College site being unsafe or difficulties in ensuring adequate staff supervision, then this will be communicated to parents/carers at 7.15am by the following methods:-
 - College website: www.holyportcollege.org.uk
 - Local Authority website www.rbwm.gov.uk
 - Twitter @HolyportCollege
 - Local radio
- If the College does have to be closed due to extreme weather, work will be set and put onto the website and details of completion will be issued for pupils.
- Home to School transport: the College cannot guarantee that the home to school transport service is available in the event of extreme weather. It is parents' responsibility to ensure pupils attend College where it remains open.

Boarders

- Since boarders reside on site, they will be supervised by residential staff in the event that the College is closed.
- Contingencies are in place to ensure boarders can be fed in the event of catering staff not being on site. The Chef lives locally.

Severe Winter Weather Protocol for Non-residential Staff

- The College will always endeavour to remain open despite severe winter weather conditions so as not to disrupt teaching and learning and all staff are expected to use their best endeavours to attend work. In the unlikely event that the College must close, as a result of the College site being unsafe or difficulties in ensuring adequate staff supervision, then this will be communicated to staff at the very earliest opportunity.
- If you are unable to get into College then you must inform the Head Master or your line manager as soon as possible, ideally at 7am. If you start on your journey and become stranded or find that you are unable to proceed, then also send a text / email as soon as it is safe to do so.
- Where possible, any member of staff who is able to get into College either by foot or other means, should try to do so, unless the College has already been closed. Where possible, you will be advised of any College closure by text message / email. It will also be notified as follows:-
 - College website: www.holyportcollege.org.uk
 - Local Authority website www.rbwm.gov.uk
 - Twitter @HolyportCollege
 - BBC Radio Berkshire
- Homework should be set and emailed to pupils where possible.

Severe Winter Weather Protocol for Residential Staff

- Residential staff will have the supervision and welfare of on-site boarders as their primary role in the event of the usual operation of the College being disrupted.