



**RADLEY**

**Attendance at Work during  
Adverse Weather Conditions**

**November 2024**

## **Policy for attending work during adverse weather conditions**

During adverse weather conditions, such as heavy snowfall or high winds, the decision to come into work is a personal one. However, the school continues to operate and you should make your best effort to get to work at the usual time. In some cases it may not be safe to venture out. If the transport advice is for essential journeys only or you have childcare commitments due to other school closures, the decision is up to you. If you are unable to come in you must phone your Head of Department before your working day is due to begin. In the event you are unable to come in on any day, it will need to be treated as either unpaid leave, holiday or if you are able to, you can work overtime to make up the hours missed.