

**Three Counties Academy Trust**



# Adverse Weather Policy

## #GN4

Last amended 12<sup>th</sup> June 2026 (v1.0)

Policy lifespan: 3 years. Subject to annual compliance check. Next full review 11<sup>th</sup> June 2029.

**Version history**

Date	Version	Details	Actioned by	PDF to Websites	Word to Governor Hub
12.06.26	1.0	Formatted to house style and checked against model for updates	MF	✓	✓

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## Policy Abbreviations and Acronyms

<b>CEO</b>	Chief Executive Officer
<b>CFO</b>	Chief Financial Officer
<b>DfE</b>	Department for Education
<b>LGB</b>	Local Governing Body
<b>SPF</b>	Sun Protection Factor
<b>TCAT</b>	Three Counties Academy Trust
<b>UKHSA</b>	UK Health Security Agency

**NB. Where the term “parent” or “parents” is used this includes those who act as carers or have parental responsibility.**

## **Statement of intent**

It is the aim of Three Counties Academy Trust (TCAT) to ensure our schools remain open during adverse weather conditions, when practically possible, providing that this can be done in a safe manner.

The purpose of this policy is to:

- Make the appropriate procedures clear, in relation to operating our schools during adverse weather conditions
- Make clear the grounds for a school closure due to adverse weather conditions
- Advise and inform staff and parents of the systems and procedures in place in the event of a school closure due to adverse weather conditions

## **Staff Summary**

Schools will open wherever possible; however, the safety of pupils, staff and visitors is the overriding priority in all decision-making.

### **Decision-Making and Closure**

- Closure decisions are made by the Executive Headteacher/Headteacher and where delegated Heads of School in consultation with the CEO and Trust Estate Manager
- Schools will only close where the site is unsafe or staffing levels are insufficient to operate safely
- Decisions are made on a school-by-school basis; one closure does not automatically affect others

### **Operating Safely Whilst Open**

- Risk assessments are completed prior to opening and reviewed as conditions change
- Priority routes will be gritted and clearly identified; access will be restricted to safe pathways
- Areas presenting risk (e.g. playgrounds, external spaces) may be closed or supervised
- Clear signage will be in place, and all staff must reinforce safe behaviours

### **Staff Expectations**

- Staff are expected to make all reasonable and safe efforts to attend work
- Personal safety is paramount; staff should not travel if doing so is unsafe
- Any inability to attend should be communicated as early as possible (ideally before 7.00am)
- Staff must follow all policy expectations, report hazards promptly and prioritise pupil safety at all times
- Appropriate clothing and footwear must be worn and good practice modelled (e.g. hydration, sun safety)

### **During Adverse Conditions**

- Flexible arrangements may be implemented, including mixed-age supervision or adjusted staffing structures
- Staff may be required to support safe entry, movement and dismissal of pupils
- Some staff may be permitted to leave early where travel risks increase, subject to leadership approval

### **Closure Arrangements**

- Communication to staff will be issued via established channels (e.g. text, phone, email, website)
- Remote education will be implemented where reasonably possible
- In the event of closure during the school day, coordinated pupil collection arrangements will be put in place

### **Health and Safety Responsibilities**

- All staff have a duty of care for themselves, pupils and others on site
- Staff must exercise professional judgement and take reasonable steps to mitigate risk
- Unsafe conditions must be reported immediately; staff should not enter the site if it is deemed unsafe

### **Key Operational Points**

- Closure during the school day will only occur in exceptional circumstances
- Emergency procedures must be understood by all staff
- Clear communication and calm, professional conduct are essential at all times

## **Parent Summary**

We aim to keep schools open wherever it is safe to do so. The safety of pupils, staff and visitors is always our overriding priority.

### **How Decisions Are Made**

- School leaders assess local conditions, including site safety and staffing levels, before making a decision to close
- Closures will only occur when it is not safe to operate or adequate supervision cannot be provided
- Each school is considered individually based on its own circumstances

### **Communication with Parents**

- You will be informed of any closure or disruption via text message, phone call, website or social media
- Please ensure your contact details are up to date to receive timely information

### **If the School Closes**

- You will be asked to collect your child as soon as possible if closure occurs during the day
- Remote learning will be provided where possible to minimise disruption to education
- Absence during official closure will be recorded as authorised

### **Where the School is Open during Adverse Weather**

- The school will take reasonable steps to make the site safe, including gritting key routes and restricting unsafe areas
- Parents and pupils must use designated cleared pathways and follow all signage and instructions
- Some outdoor areas may be closed to reduce risk

### **Attendance Expectations**

- If the school is open, pupils are expected to attend where it is safe to do so
- Absence due to exceptional weather conditions may be authorised where appropriate
- Parents should not assume a closure without confirmation from the school

### **Clothing and Preparation**

- Ensure your child wears appropriate clothing and footwear for the conditions (e.g. waterproofs, warm layers, suitable shoes)
- During hot weather, provide sun-safe clothing, hats and water to support hydration, water refilling facilities are available in all schools

### **Health and Safety Responsibilities**

- Parents and visitors must take care when on the school site and follow staff guidance at all times
- The school will take reasonable precautions to reduce risks, but all individuals share responsibility for safe behaviour

## 1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- [Health and Safety at Work etc. Act 1974](#)
- [The Management of Health and Safety at Work Regulations 1999](#)
- [The Education \(School Premises\) Regulations 1999](#)
- [UKHSA 'Looking after children and those in early years settings during heatwaves: for teachers and professionals'](#)
- [UKHSA 'Looking after children and those in early years settings before and during cold weather: teachers and other educational professionals'](#)
- [UKHSA 'Adverse Weather and Health Plan'](#)
- [DfE 'Emergency planning and response for education, childcare, and children's social care settings'](#)

Where legislation has been passed or updated during the shelf life of this policy, we will always apply the latest version available irrespective of the version quoted here.

This policy operates in conjunction with the following policies:

- Behaviour Policy
- Exam Contingency Plan
- Remote Education Policy
- School Uniform Policy (GN3)
- Health and Safety Policy (HS1)
- First Aid Policy (HS2)
- Sun Safety and High Temperatures Policy (HS14)
- Child Protection and Safeguarding Policy and Procedures (SG1)
- Supporting Pupils with Medical Conditions Policy (SG4)

Central TCAT policies have the policy number identified, e.g. "SG1". Where no policy number is identified this indicates the policy is a school specific policy available from an individual TCAT school's website.

## 2. Roles and responsibilities

The CEO is responsible for:

- Reviewing this policy

Executive Headteachers and Headteachers are responsible for:

- Where appropriate, in consultation with Heads of School, Chairs of Local Governing Bodies, the Trust Estate Manager and the CEO, deciding whether any TCAT school will close due to adverse weather
- Ensuring staff have received appropriate training and guidance on the stipulations in this policy, and ensuring staff act in accordance with this policy
- Notifying Local Governing Bodies as appropriate of any closure
- Notifying the CEO, CFO and Trust Estate Manager of any closure

Executive Headteachers, Headteachers, and where delegated, Heads of School are responsible for:

- Informing parents and staff of any closure
- Deciding whether pupils should be kept indoors during break times and reporting this decision to staff at the earliest opportunity
- Adjusting uniform requirements during periods of adverse weather and communicating this to parents in advance
- Ensuring classroom temperatures are maintained at an appropriate level
- Ensuring that staff model good practice in terms of sun safety
- Ensuring that staff understand the precautions for pupils in terms of sun safety
- Activating the Local Authority Adverse Weather School Closure line and publicising the closure of their school
- Notifying **all** staff members within their school through a cascade arrangement of a closure
- For Heads of School, communicating staffing issues to Executive Headteacher in such time that they can be considered whilst making a decision on potential closure

- Updating the Adverse Weather Plan for their school

The Chief Finance Officer is responsible for:

- Notifying all members of the Trust Central Team of a closure

The Trust Estate Manager is responsible for:

- Ensuring each school is fully stocked with snow clearing equipment and has an adequate supply of rock salt
- Liaising with Executive Headteachers, Headteachers and Heads of School in completing a risk assessment that covers adverse weather and gritting for each school
- Ensuring gritting at each school is carried out in line with the procedures outlined in this policy
- Ensuring all equipment is maintained and stored properly, notifying the CFO of any damages

The Education Welfare and Safeguarding Support Officer is responsible for:

- Ensuring that any TCAT school closure is correctly recorded and coded within the MiS

Staff members are responsible for:

- Adhering to the requirements of this policy
- Reporting any concerns relevant to this policy in the first instance to their Headteacher/Head of School or if appropriate to the CEO
- The safety of pupils, colleagues, and themselves
- Wearing appropriate footwear and clothing during periods of adverse weather
- Liaising with one another before the end of the day to discuss an exit plan for pupils, this includes escorting pupils to the entrance to be collected by their parents as required
- Modelling good practice in terms of sun safety
- Encouraging pupils to stay appropriately hydrated
- Alerting their Headteacher/Head of School, CEO or CFO as appropriate if they are unable to safely travel to work by 7.00am where possible or at the earliest safe opportunity to do so

Parents are responsible for:

- Only using the designated and cleared areas whilst on TCAT premises and following any signage instructions with fidelity
- Collecting their children when a TCAT school needs to close
- Keeping all their contact information up to date
- Ensuring they and their children wear the appropriate footwear and clothing for adverse weather in line with any adjustments put in place by their Headteacher or Head of School

Pupils are responsible for:

- Following the individual School Uniform Policy and amended instructions issued by their Headteacher or Head of School
- Following the instructions and guidance of staff during adverse weather
- Attending school prepared for adverse weather conditions
- Following their school's Behaviour Policy at all times

### **3. School closure**

The CEO, Executive Headteachers, Headteachers and Heads of School will sign up to receive Weather-Health Alerts from the UKHSA and Met Office. Executive Headteachers and Headteachers in consultation with Heads of School as appropriate, the Trust Estate Manager or designated member of the site team and the CEO make a local assessment and initiate all appropriate procedures in response to an alert. Alerts will be reviewed to ensure TCAT, and the school fully understands the potential impacts and how likely they are to occur.

The decision to close a TCAT school will be made by the relevant Executive Headteacher or Headteacher following consultation with Heads of School as appropriate, the CEO and the Trust Estate Manager. The Chair of the appropriate Local Governing Body will also be consulted when making a decision about school closure. The Chair of the Trust Board will be notified of closures by the CEO. In the absence of an Executive Headteacher or Headteacher, the CEO will assume the responsibility of Executive Headteachers and Headteachers in relation to the Adverse Weather Policy. A closure notice should not be issued without confirmation from the appropriate Executive Headteacher or Headteacher, except when an Executive Headteacher or Headteacher is absent and the CEO assumes responsibility. Executive Headteachers and Headteachers will be responsible for informing Chairs of the appropriate Local Governing Bodies of any closures.

Any TCAT school will be closed if one or more of the following conditions apply:

- Conditions on site are considered to be unsafe and are likely to present danger to users of the site
- Staff numbers are insufficient for the school to operate safely

In the event of school closure:

- Executive Headteachers will inform as appropriate Heads of School, who will in turn inform staff and parents via text message or telephone and any other medium routinely used by the school
- Headteachers will inform staff and parents via text message or telephone and any other medium routinely used by the school
- Executive Headteachers and Headteachers may request technical support to post an update on the TCAT and school websites
- Executive Headteachers, Headteachers and where delegated as appropriate, Heads of School, will update Parent Facebook Pages relevant to any closure
- The Trust Estate Manager, designated member of the site team or on-site School Leader will display 'closure' signs on the school's entrance gates if safe to do so

In the event of any TCAT school having to close during the day, parents will be contacted via text message or telephone, using the numbers provided on the emergency contacts list, and asked to collect their child from the school as soon as possible.

Where a TCAT school is temporarily closed due to adverse weather, Executive Headteachers, Headteachers and where delegated as appropriate, Heads of School, will aim to ensure the school can provide remote education in line with their Remote Education Policy.

Staff who are likely to face particular difficulties in getting home may have to leave work early, taking into account their personal safety. This decision will be taken in collaboration with their Headteacher or Head of School. Minimum cover arrangements in school will be provided by employees who do not have a particularly long or difficult journey home to ensure staffing ratios are maintained for the safety of pupils.

A closure of the school during the day and an early release of staff will only be considered in extreme circumstances and must be authorised by the appropriate Executive Headteacher or Headteacher and communicated to the appropriate Local Governing Body and the CEO.

It does not stand that a closure in one TCAT school will result in a closure for all TCAT schools, each decision to close a TCAT school will be based on individual circumstances as outlined.

#### **4. Remaining open in adverse weather conditions**

When an Executive Headteacher or Headteacher is deciding whether a TCAT school will remain open, risks will be assessed in line with the appropriate risk assessment.

If a school remains open when there has been snowfall or the site is icy, access to the site for pedestrians will be restricted to the pedestrian gates only and all pathways, wherever practical, will have been cleared and gritted before pupils arrive on the premises.

The Trust Estate Manager, designated members of the site team on onsite school leaders will place health and safety caution signs to warn users of the increased hazards on site, if there are any, and a notice will be erected to inform vehicles and pedestrians entering the school grounds that they do so at their own risk.

At the Headteacher or Head of School's discretion, during periods of adverse weather conditions, the playground may be out-of-bounds to pupils and parents.

All persons entering school buildings are asked to ensure they wipe their feet thoroughly, in order to reduce slip hazards.

#### **5. Procedures for gritting**

The first phase of gritting will prioritise those areas which are most used by pupils and staff. This includes the main entrance of the school, as well as the following areas:

##### **Bredenbury Primary School**

- Pathway from school gate to Reception door
- External area adjacent to Key Stage 1

##### **St. Peter's Primary School**

- Staff car park and turning circle
- Cherry Tree entrance pathway to Reception and Year 3/4 door
- Pathway from Bramley Orchard gate to Year 2/5/6 doors

#### Queen Elizabeth High School

- Vehicular entry to school site at junction with main road
- Roadways and adjacent pathways to main drive and turning circle
- Footpath from Pupil entrance through to North Block
- Music ramp through to Student Services
- Travel between blocks will be via the main entrance to each block only

#### Stoke Prior Primary School

- Pathway from school gate to Reception door
- External area adjacent to Key Stage 1

#### Lugwardine Primary Academy

- Pathway from school gate adjacent to car park to Reception door including areas of the playground to be traversed
- Pathway from pedestrian gate off the connecting pathway to the main road and Village Hall to Reception door including areas of the playground to be traversed
- External area adjacent to Key Stage 1

The second phase of gritting will include areas that are not covered by phase one but are likely to be used. These include, but are not limited to, the following areas:

#### Bredenbury Primary School

- Playground immediately outside Year 5/6 classroom

#### St. Peter's Primary School

- Outdoor classroom areas

#### Queen Elizabeth High School

- Area from rear Science door to Vocational Classrooms
- Area outside Technology rooms

#### Stoke Prior Primary School

- Outdoor classroom areas

#### Lugwardine Primary Academy

- Playground as required

The Trust Estate Manager will decide which areas of the school are designated 'first phase' and 'second phase' for gritting. Points of higher risk of injury in the event of snow and ice will be identified by the Trust Estate Manager, such as entrances, exits and playground areas, and prioritised for clearance or gritting.

The Trust Estate Manager in collaboration with the Headteacher/Head of School and designated members of the site team will ensure that the identified areas have been gritted and are safe for use. Any areas that have not been cleared or gritted will be clearly marked or cordoned off to prevent staff, pupils and visitors from entering.

The supply of grit is monitored to ensure that there is a sufficient amount to clear ice and snow if these occur – if supplies are low, the Headteacher/Head of School is notified. The Trust Estate Manager will also ensure that there are adequate supplies of equipment, e.g. shovels and gloves, to support gritting and clearance of key routes through the premises. Any damaged or defective equipment will be reported to the Headteacher/head of School to be replaced. Should shortages be notified by the Headteacher/Head of School they must alert the Trust Estate Manager without delay.

A record is made of the areas that have been gritted, along with the frequency of gritting. This record is retained by the Trust Estate Manager.

## **6. Health and safety**

TCAT has a duty of care to anyone accessing the site and surrounding grounds.

TCAT will be liable if it is found to have been negligent in its responsibilities and not taken all reasonable measures, given the circumstances, to ensure the health and safety of pupils, staff, visitors, and parents entering any TCAT site.

The Executive Headteacher/CEO and the Headteacher/Head of School are responsible for ensuring safety on each school site, in accordance with the Health and Safety Policy.

Staff, visitors, and parents have the personal responsibility to exercise caution and take responsibility for their own health and safety whilst on TCAT grounds. Staff members must take responsibility for the health and safety of any pupils under their supervision.

If anyone believes that the site is unsafe after the appropriate risk assessment has been completed, it is advised that they do not enter the grounds and inform either the Executive Headteacher/CEO, Headteacher/Head of School, or Trust Estate Manager so the site can be reassessed.

A risk assessment of the site will be conducted by the Trust Estate Manager, a designated member of the site team or the Headteacher/Head of School in order to assess any potential hazards due to the weather conditions and the Executive Headteacher/CEO will be informed of the outcome by 6.45am.

Closing a TCAT school is a reasonable decision if pupils or staff are at risk of serious injury due to the weather conditions.

TCAT is committed to ensuring the welfare and wellbeing of pupils. To minimise the risk of ill health during adverse temperatures, TCAT will:

- Encourage staff and pupils to keep as much of their skin as possible covered up during the summer months and wearing appropriate clothing during the Winter months
- Encourage staff and pupils to use sunscreen of at least sun protection factor (SPF) 15 with UVA protection on any part of the body that they cannot cover up during the summer months
- Encourage staff and pupils to take their breaks in the shade, if possible, rather than staying out in the sun
- Reschedule work/outdoor lessons according to the outdoor temperature
- Situate water points and rest areas in the shade during hot temperatures
- Encourage staff and pupils to carry an inhaler at all times if needed
- Encourage staff and pupils to maintain good hand hygiene
- Encourage staff and pupils to stay hydrated

To help protect staff, pupils and visitors during adverse cold weather, TCAT will:

- Ensure heating systems are maintained and in good working order, prioritising rooms being used where appropriate
- Draught-proof windows, doors and other points of energy loss
- Close rooms or buildings that are too cold to be used
- Ventilate indoor spaces, especially where people gather, to help reduce the risk of infections spreading
- Promote the flu vaccine for eligible staff and pupils, and encourage parents to keep their children up to date with routine immunisations
- Reinforce messaging around the importance of hand and respiratory hygiene
- Encourage physical activity where appropriate to help keep pupils warm
- Provide information to parents and pupils on important logistical changes, e.g. disrupted bus routes, during severe weather
- Ensure pupils have a sufficient supply of hot meals and snacks
- Signpost parents to key sources of support, e.g. heating and other energy efficiency measures, during cold weather periods

Relevant staff members will be trained and made aware of how to recognise the signs that a pupil may be suffering from ill health due to adverse weather conditions. All staff will understand the school's Adverse Weather Plan.

Where a pupil is suffering from heat exhaustion, the following steps will be taken immediately:

- Moving the pupil to as cool a room as possible and encouraging them to drink cold water
- Cooling the pupil as rapidly as possible, using whatever methods possible, e.g. sponging or spraying the pupil with cool water, placing cold packs around the neck and armpits, wrapping the pupil in a cool, wet sheet, and assisting cooling using a fan
- Where the pupil does not respond to treatment within 30 minutes, loses consciousness or has a fit, an ambulance will be called, and they will be placed in the recovery position; treatment to cool the pupil will continue until the ambulance arrives

Where a pupil is suspected to be suffering heatstroke, the following steps will be taken immediately:

- The pupil will be cooled down in line with the procedures for managing heat exhaustion outlined above whilst awaiting medical assistance
- Where the pupil loses consciousness or experiences a fit or seizure, an ambulance will be called, and they will be placed in the recovery position immediately and staff will follow the operator's instructions

In our Nursey and EYFS settings, staff will be made aware of the risk of babies overheating if too much bedding or clothing is provided, or if the room is too hot. Staff will be vigilant to this risk and remove some bedding if a baby is sweating or their stomach feels hot to the touch. Babies will never be left to sleep with a hot water bottle or electric blanket, or next to a radiator, heater or fire.

## **7. Attendance**

Where a TCAT school is officially closed, all absence is registered as authorised.

When a pupil cannot attend school due to adverse weather conditions, the pupil will be marked in the register as having an authorised absence and will, therefore, not affect the school's attendance statistics.

If the Headteacher/Head of School believes the pupil could have safely made it to school but did not attend, the pupil will be marked in the register as having an unauthorised absence.

Parents acting on the assumption that a TCAT school would be closed, without gaining confirmation, or failing to inform the school of the circumstances that prevent the child coming into school, risk their child's absence being registered as an unauthorised absence.

During periods of adverse weather conditions, staff members are expected to make all reasonable and safe efforts to attend work and are encouraged to liaise with the Headteacher/Head of School or Executive Leadership for the Central Team to discuss difficulties attending work due to adverse weather.

TCAT understands that, whilst staff members are expected to make all reasonable efforts to attend work, it is essential to minimise personal risk. It is therefore at the discretion of staff members as to whether they are able to safely attend work in adverse weather conditions.

In order to comply with health and safety regulations, different age groups may be brought together to be taught under the supervision of the available teachers and support staff:

- No maximum class size limits are set out in respect of secondary provision
- A limit of 30 pupils per class will apply if the majority of children will reach the age of five, six or seven in that school year, or nursery ratios as regulated

TCAT and our schools will continue to strive to provide high-quality education in the given circumstances.

## **8. Exam disruption**

Staff will follow procedures in their school's Exam Contingency Plan in the event of disruption due to adverse weather.

If a TCAT school has to close, or if a child misses an exam due to adverse weather conditions, the school will make alternative arrangements with the relevant awarding body.

TCAT takes full responsibility for informing parents and pupils of any agreed changes concerning exams in adverse weather conditions. This includes:

- Using alternative venues
- Exam results being generated by the awarding body, based on other assessments in the same subject
- The opportunity for the pupil to sit any missed exam later in the year

## **9. Clothing**

During the Summer months, when temperatures reach above 25 degrees Celsius (°C), everyone working at or attending a TCAT school will be encouraged to protect their face, neck and ears using a sun-safe hat with a wide brim. Baseball caps are not considered sun-safe hats for pupils in our primary schools.

Pupils without sun-safe hats will only be permitted to play in an area protected from the sun unless a sun-safe hat has been provided. Pupils not wearing sun-safe clothing will be required to play in an area protected from the sun if spare clothing cannot be provided.

During the Winter months, pupils are advised to attend school with suitable clothing and footwear. Appropriate clothing should be worn that is suited to the weather conditions, e.g., wearing waterproof clothing in the rain and wearing gloves in the snow.

## **10. Emergency Plan**

In the case of an emergency relating to adverse weather, each school will follow their planned emergency procedure, in accordance with the First Aid Policy.

The emergency plan will contain:

- Information on where to find parent contact details
- Staff contact details for out-of-hours emergencies
- Details of which staff members have agreed to perform certain tasks during an emergency

All nominated staff will be trained to:

- Contact and liaise with emergency services
- Provide first aid
- Move pupils to a safe place
- Calm and comfort children
- Contact parents
- Deal with any media interest

Each member of staff will have a copy of the emergency plan and paper copies of the plan will be kept at the nominated staff members' homes in case of out-of-hours emergencies.

All parents will be sent a communication informing them of their responsibilities, for instance, their duty to collect children.

## **Monitoring and review**

At any point this policy is updated or fully reviewed, it will be updated on the main TCAT website and will automatically update on all TCAT school websites simultaneously.

Where an annual check or other check results in minor changes, the Version History will be reviewed and updated with a change in the number following the decimal point, for example, v1.1 ⇒ v1.2. Where the policy is reviewed in full, then the number before the decimal point will change and reset, for example v1.4 ⇒ v2.0.

Any changes made by the Executive Headteacher/CEO in collaboration with the Board Appointed Trustee will be passed to the Trust Board for ratification and subsequently be notified to Clerks to Local Governing Bodies and Headteachers/Heads of School.

The next scheduled full review date for this policy is 11<sup>th</sup> June 2029.

Date approved by the Board Appointed Trustee: 12<sup>th</sup> June 2026.

To be ratified and recorded in the minutes at the first Trust Board Meeting after 12<sup>th</sup> June 2026.

## Trust Glossary

<b>AA</b>	Admissions Authority	<b>H&amp;S</b>	Health and Safety
<b>AAI</b>	Adrenaline Auto-Injector (Epi Pen)	<b>HoS</b>	Head of School
<b>ACM</b>	Asbestos Containing Materials	<b>HSE</b>	Health and Safety Executive
<b>AHT</b>	Assistant Headteacher	<b>ICO</b>	Information Commissioners Office
<b>AIR</b>	Attendance Intervention Reviews	<b>IDSR</b>	Inspection Data Summary Report
<b>APDR</b>	Assess Plan Do Review Cycle	<b>IHP</b>	Individual Healthcare Plan
<b>APIs</b>	Application Programming Interfaces	<b>IRMS</b>	Information and Records Management Society
<b>ASC</b>	Autistic Spectrum Condition	<b>IWF</b>	Internet Watch Foundation
<b>ASP</b>	Analyse School Performance	<b>KCSIE</b>	Keeping Children Safe in Education
<b>ATH</b>	Academy Trust Handbook	<b>KS1/2/3/4</b>	Key Stage 1/2/3/4
<b>BAME</b>	Black, Asian and Minority Ethnic Backgrounds	<b>LAC</b>	Looked After Child
<b>BAT</b>	Board Appointed Trustee	<b>LADO</b>	Local Authority Designated Officer
<b>BCP</b>	Business Continuity Plan	<b>LGB</b>	Local Governing Body
<b>BFR</b>	Budget Forecast Return	<b>LLC</b>	Low-Level Concerns
<b>CEO</b>	Chief Executive Officer	<b>LSA</b>	Learning Support Assistants
<b>CFO</b>	Chief Financial Officer	<b>MASH</b>	Multi-Agency Safeguarding Hub
<b>CIF</b>	Condition Improvement Fund	<b>MAT</b>	Multi-Academy Trust

<b>CIN</b>	Child in Need	<b>MFA</b>	Multi-Factor Authentication
<b>CLA</b>	Children Looked After	<b>MFL</b>	Modern Foreign Language
<b>CMIE</b>	Child Missing in Education	<b>NCSC</b>	National Cyber Security Centre
<b>COO</b>	Chief Operating Officer	<b>NoV</b>	Note of Visit
<b>COSHH</b>	Control of Substances Hazardous to Health	<b>NPQ</b>	National Professional Qualifications
<b>CP</b>	Child Protection	<b>PA</b>	Persistent Absence
<b>CPD</b>	Continuing Professional Development	<b>PAN</b>	Published Admission Number
<b>CPOMS</b>	Child Protection Online Management System	<b>PECR</b>	Privacy and Electronic Communications Regulations
<b>CSCS</b>	Children's Social Care Services	<b>PEP</b>	Personal Education Plan
<b>CSE</b>	Child Sexual Exploitation	<b>PEEP</b>	Personal Emergency Evacuation Plan
<b>CTIRU</b>	Counter-Terrorism Internet Referral Unit	<b>PEx</b>	Permanent Exclusion
<b>CWD</b>	Children with Disabilities	<b>PP</b>	Pupil Premium
<b>CYPMHS</b>	Children and Young People's Mental Health Services	<b>PPG</b>	Pupil Premium Grant
<b>DBS</b>	Disclosure and Barring Service	<b>PSHE</b>	Personal, Social and Health Education
<b>DDSL</b>	Deputy Designated Safeguarding Lead	<b>PSED</b>	Public Sector Equality Duty
<b>DfE</b>	Department for Education	<b>PTFA</b>	Parent, Teacher and Friends Association
<b>DHT</b>	Deputy Headteacher	<b>QA</b>	Quality Assurance

<b>DSE</b>	Display Screen Equipment	<b>RIDDOR</b>	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
<b>DSL</b>	Designated Safeguarding Lead	<b>RHE</b>	Relationships and Health Education
<b>DPO</b>	Data Protection Officer	<b>RPA</b>	Risk Protection Arrangement
<b>EAL</b>	English as an Additional Language	<b>RSHE</b>	Relationships, Sex and Health Education
<b>ECT</b>	Early Career Teacher	<b>SA</b>	Severely Absent
<b>EDIB</b>	Equality, Diversity, Inclusion and Belonging	<b>SALT</b>	Speech and Language Therapist
<b>EHA</b>	Early Help Assessment	<b>SARC</b>	Sexual Assault Referral Centre
<b>EHCNA</b>	Education, Health and Care Needs Assessment	<b>SBM</b>	School Business Manager
<b>EHCP</b>	Education, Health and Care Plan	<b>SCC</b>	Standard Contractual Clause
<b>EHE</b>	Elective Home Education	<b>SCITT</b>	School-Centred Initial Teacher Training
<b>ELSA</b>	Emotional Literacy Support Assistant	<b>SCR</b>	Single Central Record
<b>ESFA</b>	Education and Skills Funding Agency	<b>SDP</b>	School Development Plan
<b>EVC</b>	Educational Visit Coordinator	<b>SDQ</b>	Strengths and Difficulties Questionnaire
<b>EWOSSO</b>	Education Welfare and Safeguarding Support Officer	<b>SEF</b>	Self-Evaluation Form
<b>EYFS</b>	Early Years Foundation Stage	<b>SEMH</b>	Social, Emotional, and Mental Health
<b>FBV</b>	Fundamental British Values	<b>SENCO</b>	Special Educational Needs Coordinator
<b>FFT</b>	Fischer Family Trust	<b>SEND</b>	Special Educational Needs and Disabilities

<b>FGM</b>	Female Genital Mutilation	<b>SIP</b>	School Improvement Partner
<b>FGMPO</b>	FGM Protection Order	<b>SLA</b>	Service Level Agreement
<b>FOI</b>	Freedom of Information	<b>SLCN</b>	Speech, Language and Communication Needs
<b>FSM</b>	Free School Meals	<b>SLT</b>	Senior Leadership Team
<b>FTS</b>	Find a Tender Service	<b>SPOC</b>	Single Point of Contact
<b>GAG</b>	General Annual Grant	<b>STEM</b>	Science, Technology, Engineering and Maths
<b>GDPR</b>	General Data Protection Regulation	<b>TA</b>	Teaching Assistant
<b>GIAS</b>	Get Information about Schools	<b>TAC</b>	Team Around the Child
<b>HASH</b>	Herefordshire Association of Secondary Heads	<b>TCAT</b>	Three Counties Academy Trust
<b>HBA</b>	Honour Based Abuse	<b>TUPE</b>	Transfer of Undertakings (Protection of Employment)
<b>HR</b>	Human Resources	<b>VSH</b>	Virtual School Headteacher