

Policy 24 – Snow Closure Policy



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POLICY/PROCEDURE STATEMENT

In the event that weather conditions in Edgware and surrounding areas should necessitate class cancellations or office closures, snow closure information will be communicated as follows:

Group	Procedure
Students	<ul style="list-style-type: none">• Text Programme Coordinator on 07813 091727• Email sara@ldtraining.org.uk or admin@ldtraining.org.uk• Please check your mobiles/emails for information that has been sent to you
Admin Staff	<ul style="list-style-type: none">• Please email admin@ldtraining.org.uk if you have not received notification of LD Training closure
Assessors	<ul style="list-style-type: none">• Please email admin@ldtraining.org.uk or check your LD Training emails for information that has been sent to you



WHEN WILL A DECISION BE MADE TO CLOSE LD TRAINING DUE TO SNOW/INCLEMENT WEATHER?

If snow or ice develops overnight, a decision to close LD Training will be announced before 7:30 a.m. If no announcement has been made by then, you can expect LD Training to open on time.

During the working day, an announcement will be made if decision makers determine that roads are or will soon be too dangerous for students and employees to drive on. Decision makers expect drivers to be able to negotiate mild snowy conditions, but may decide to close because accumulations are building or serious icing is taking place on and around LD Training.

A decision to close will be announced immediately once it has been made, and will be communicated with as much notice as changing conditions permit.



HOW DO I KNOW MY CLASS WILL BE HELD? WILL MY INSTRUCTOR BE THERE?

If a Tutor is unable to travel to LD Training because of bad weather, he or she must notify admin@ldtraining.org.uk and sara@ldtraining.org.uk

LD Training will try to contact students via e-mail and text to advise them. Tutors should give their students information about inclement weather policies and procedures for their classes. This will include a form for students to complete giving their contact details to advice of LD Training closure.

It is the students' responsibility to ensure they have access to the email/phone number that they have given to LD Training.



WHAT WILL HAPPEN IF I DO NOT ATTEND CLASS BECAUSE I DECIDE IT IS TOO DANGEROUS FOR ME TO COME?

We realise that a general decision for LD Training cannot account for the individual circumstances of all students. Use your good judgement and be prompt in communicating your situation to your tutor or admin@ldtraining.org.uk



MAY I BRING MY CHILD WITH ME TO LD TRAINING IF HIS/HER SCHOOL IS CLOSED?

As LD Training has no childcare facilities we are unable to allow children into the classroom or office during a training day.

