

Adverse Weather and Travel Disruption Policy

September 2025

COGNITA

KEY FACTS:

- ❖ You should make all reasonable efforts to attend work at times of adverse weather or travel disruption, without endangering your safety.
- ❖ You are expected to keep your Head/Line Manager informed of your progress and likely time of arrival.
- ❖ Where the School closes due to adverse weather, you will be paid as usual.
- ❖ If you cannot attend work due to adverse weather or travel disruption but the School remains open, you may make up the time or take annual leave (if available) in order not to lose pay.

Ownership and consultation

Document sponsor/approver	CPO, Europe and USA
Document author	Employee Relations Manager
Consultation with	Head of HR
Audience	
Audience	All Employees
Document application	
The policy is related to this jurisdiction	England
	Wales
Version control	
Review cycle	Annual
Effective from	September 2025
Next review date	September 2026
Version	Adverse Weather and Travel Disruption Policy-2025-09-01

1. Statement and Purpose

- 1.1. We constantly strive to provide the very best levels of service to our clients (parents) and customers (pupils). Where possible, without compromising the health and safety of staff, parents or pupils, we will endeavour to operate as normal in adverse weather situations or where travel disruption occurs. Each of our Schools has a plan to deal with such instances and this policy details our expectations of staff in these circumstances.

2. Applicability

- 2.1 This policy applies where it becomes impossible or dangerous for staff to travel in to work because of:
 - 2.1.1 extreme adverse weather such as heavy snow;
 - 2.1.2 industrial action affecting transport networks; or
 - 2.1.3 major incidents affecting travel or public safety.
- 2.2 On these occasions we recognise that a flexible approach to working arrangements may be necessary to accommodate the difficulties you face and to protect your health and safety, while still keeping the business running as effectively as possible.

3. Closure

- 3.1. If one of our Schools is closed, you may nevertheless be required to attend to assist with preparing the premises to re-open. If you are advised by your Head/Line Manager that you are not required to attend School, you should work at home if that is possible. You will be paid for days when the School is closed as a result of a Cognita decision.
- 3.2. Where the School remains open, the remainder of this policy applies.

4. Travelling to Work

- 4.1 You should make a genuine effort to report for work at your normal time. This may include leaving extra time for the journey and/or taking an alternative route. Travel on foot or by bicycle should be considered where appropriate and safe.
- 4.2 If you are unable to attend work on time or at all you should telephone your Head/Line Manager before your normal start time on each affected day.
- 4.3 If you are unable to attend work you should check the situation throughout the day in case it improves. Information may be available from local radio stations, the police, transport providers or the internet. If conditions improve sufficiently, you should report this to your Head/Line Manager and attend work unless told otherwise.
- 4.4 Employees who do not make reasonable efforts to attend work or who fail to contact their Head/Line Manager without good reason may be subject to disciplinary proceedings for misconduct. We will consider all the circumstances including the distance they have to travel, local conditions in their area, the status of roads and/or public transport, and the efforts made by other employees in similar circumstances.

5. Alternative Working Arrangements

- 5.1 You may be required to work from home, where possible, or from an alternative place of work, if available. Your Head/Line Manager will advise you of any such requirement. If this happens then you will receive your normal pay.
- 5.2 If you are able to work you may sometimes be expected to carry out additional or varied duties during such periods. However, you will not be required to do anything you cannot do competently or safely.

6. Late Starts and Early Finishes

- 6.1. If you arrive at work late or ask to leave early you will usually be expected to make up any lost time.
- 6.2. Where half the normal working day or more is lost this will be treated as absence and dealt with as set out below.

7. Absence and Pay

- 7.1 You are not generally entitled to be paid for the time lost if you are absent from work due to extreme weather or other travel disruptions, unless the School at which you work is closed.
- 7.2 Absence can be treated in a variety of ways. You should discuss your preference with your Head/Line Manager, who retains overall discretion in the matter. A number of options are set out below:
 - 7.2.1 Treating the absence as annual leave.
 - 7.2.2 Treating the absence as flexitime or time off in lieu.
 - 7.2.3 Making up the lost hours within a reasonable time.
 - 7.2.4 Treating the absence as special unpaid leave

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