PEPONI
HOUSE

Inclement Weather Policy

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Date of Policy:	October 2026
Review Frequency:	Annually
Review Date:	June 2027

This policy should be read in conjunction with....

- Peponi House Child Protection and Safeguarding Policy.
- Peponi House Remote and Hybrid Learning Policy
- Peponi Schools Critical Incident Policy
- Peponi Schools Code of Conduct Policy
- Peponi Schools First Aid Policy
- Peponi Schools Health and Safety Policy
- Managing Nuts and Other Food Allergies Policy
- Peponi Schools Administration of Medicine Policy
- Supporting Pupils with Medical Conditions Policy

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1. Rationale

This policy establishes procedures for monitoring adverse and inclement weather patterns, suspending activities where necessary and protecting all members of the school community from such dangers.

Thunder and lightning, storms and high winds present a significant risk in Kenya, particularly during the two rainy seasons: the longer rainy season between March and May and the shorter rainy season between October and December. The presence of El Niño weather conditions may exacerbate the risk further.

Specifically, it aims to:

- Minimise the risk of injury or death caused by adverse weather conditions
- Provide clear procedures for staff and students during thunder and lightning storms
- Ensure timely decision-making regarding outdoor activities
- Establish responsibilities for monitoring weather conditions
- Promote a greater awareness of safety within the school community
- Support the remote and hybrid learning policy

2. Scope

This policy should be applied to all students, staff, visitors and contractors who enter the school grounds. It should be referred to when planning outdoor events, including fixtures versus other schools, as well as educational visits and recreational events. It should also be referred to when planning remote and/or hybrid learning in line with...

This policy must be shared with external providers who may use the school grounds during and outside of school hours, including at weekends and during school holidays.

3. Prevention

Prevention and forward planning is the most effective means of managing adverse weather events. To ensure consistency, staff should consult the following weather apps when making judgements on the weather.
yr.no
AccuWeather

When visiting yr.no staff have the option of creating a free account and setting favourite destinations, with a good deal of accuracy within Kenya.

Trip leaders and teachers leading events should monitor the weather before running an outdoor event, particularly during the rainy season and decide beforehand if an event

should take place. If staff are still unsure, they should consult a member of SLT before proceeding.

4. Inclement weather

Thunder and Lightning

If thunder is heard, the assumption must be made that you are at risk of being struck by lightning. If thunder is heard/lightning is observed, please note the following action:

Outdoor activities involving the field or tennis courts
If thunder is heard/lightning is observed, the staff member must immediately tell the children to stop where they are and end the activity, before guiding the children into a safe indoor environment. If a whole year group or phase is outside, the staff member must ensure that all members of staff are aware as quickly as possible so that they can also end their activities. Children should be encouraged to leave the field, tennis courts or play equipment in an orderly and swift manner.

Nearest indoor safe area: The Courtney Hall, Dining Hall or nearby classrooms in the DT and art block.

PHKK: Hall or classrooms, do not use the outdoor tent areas.

Swimming
If thunder is heard/lightning observed, children must immediately stop their activity. They should then leave the swimming pool at the nearest point and head to the changing rooms, or classrooms at PHKK, and await further instruction. The lead swimming instructor must ensure all children and staff have vacated the pool area.

Swimming teachers should be mindful of children remaining wet and cold in the changing rooms for a prolonged period of time and may wish to end the lesson if the chance of returning to the pool safely is slim. If safe to do so, a member of the swimming team should ask for support from another member of staff in managing the changing rooms.

Nearest indoor safe area: Changing rooms. Staff may wait immediately outside the changing rooms, under shelter from the roof.

Morning break and lunch break
If thunder is heard/lightning observed, duty staff should call for all children to stop. The children must leave the field and playing equipment and move indoors. Duty staff must ensure that all staff and children are indoors and that all the outdoor areas are checked before moving inside themselves.

Nearest indoor safe area:
Children should return to their classrooms. Teaching staff should then supervise the children in their classrooms until the end of break or until it is safe to return outside (see section on 'Thunder and Lightning timescales').

Lesson time
If thunder is heard/lightning observed during lesson times, children must remain inside the classroom during the storm. Children should be moved away from windows and encouraged to continue with their learning. Teaching staff should be mindful of those who have left the room for the bathroom, for example, and send an adult to look for them where possible.

Start or end of day routines
A member of SLT should decide whether or not there is a thunder of lightning risk at the start or end of the day. If not available, a member of SMT or senior staff member, should take on this responsibility.

During the start of the day, children should be moved swiftly from their car to their classroom, if thunder is heard/lightning is seen. The SLT member on duty should minimise the number of staff outside during this period. If lightning is evident within the vicinity of the school grounds, the SLT member should communicate via radio that the school gates should be temporarily closed and children should remain in their cars until it is deemed safe to continue.

At the end of the day, duty staff should encourage children to move swiftly into their vehicles if thunder is heard/lightning is seen. If lightning is in the vicinity of the school grounds, children should return to their classrooms and security informed, as above. It is important that children seek shelter underneath the roofing area at the front of the school and the under cover play area at the back of the school.

Thunder and Lightning timescales
No child or adult should return to any of the outdoor areas mentioned above until 30 minutes have passed without thunder being heard or lightning being seen. If thunder is heard or lightning is seen within the 30 minute period, then the time must reset.

The activity leader must confirm that the storm is moving away before resuming activities. They should also make any necessary adjustments to the activity (removing metal sport objects, for example).

During Trips and Visits (including fixtures) Peponi Staff should follow the guidelines provided by the host venue or school. However, they must ensure that those with Peponi House (staff and children) strictly abide by the 30 minute rule, even if others are not.

Shelter

Substantial, permanent buildings are the best form of shelter. Enclosed, hard-topped vehicles are also suitable when applicable. Avoid the following when finding shelter:

- Isolated trees
- Large, exposed rock features
- Any metal equipment
- Fixed cables and ladders
- Tents, gazeebos or play equipment

School visits off site

If on a low risk school visit (i.e. indoor venue), staff should remain indoors under suitable shelter during a thunder and lightning storm and follow guidance from the provider.

If outside of the school grounds on a trip or activity and unable to find suitable shelter, pupils and staff should follow the protocol below. (NB: It is likely that in this scenario, an outdoor specialist will be guiding the group, in which case they should take control of the situation).

- Spread out rather than cluster together
- Avoid isolated trees, ridge lines, summits, exposed rock, open fields, water and metal structures
- Keep away from wire fences, cables, metal railings and conductive structures
- Descend quickly towards lower, less exposed terrain
- Keep moving where possible
- Avoid summit or ridgeline attempts when thunderstorms are developing
- Encourage children to adopt the following stance if lightning is seen nearby and shelter cannot be found

Lightning Safety Position (LSP)

Crouch with feet as close together as possible, with heels touching. Place hands over ears. Do not lie flat on the ground.



5. Inclement Weather

Extreme Heat

During periods of extreme heat, modifications may be required in school, at the discretion of SLT:

- Removal of ties and jumpers/loosening of top buttons
- Insistence on use of hats on the playground and providing those without hats an indoor space to base themselves in
- Frequent reminders by staff for children to drink water
- Not using the outdoor spaces during parts of the day when it is hottest
- Modifying games and PE lessons (moving indoors, using hydration breaks)
    - Consider canceling or shortening fixtures
    - Amending trips, depending on the venue

Heavy rain and flooding

Day to day management

Heavy rain and flooding is a risk during the rainy seasons, mentioned above. During El Niño years, the risk of flooding increases significantly.

Prevention and forward planning is the most effective means of maintaining safety of children and staff in school. If heavy rain is expected, Games staff should make alternative plans, break time and lunch time plans should be adjusted and swimming lessons cancelled. For fixtures, the sports department should notify the visiting schools of any cancellations or adjustments, using the weather apps above for guidance.

If children have to be outside (start and end of day routines, for example), then staff should manage this as effectively as possible. Measures include encouraging children to wear coats, keeping them under shelter until their cars arrive and being vigilant for thunder and lightning signs.

Localised flooding

The school has effective and maintained drainage systems. During El Niño, the possibility of localised and regional flooding increases significantly, particularly around Lower Kabete Road, Red Hill Link Road and Waiyaki Way, which can make travel both dangerous and sometimes impossible.

Prevention

Prevention is key. During periods of expected rain, the Headteacher or designated member of SLT should monitor the flooding situation in Nairobi using guidance from the following websites. They should be aware of staff coming from further away from Nairobi and

children who live beyond the immediate locality of the school when assessing risk. When more than 10ml of rain is expected to fall in one area, the risk of flooding increases.

High risk areas

Our high risk areas include the Year 3, 4 and 5 classrooms, which are prone to low level flooding during heavy rains. The site team already has a plan in place to reduce the impact of flooding, through the use of sand bags. Mosquitos may pose a risk in small pockets prone to flooding, including by the outdoor learning spaces in Year 3 and 4, the pond by Year 2 and in low lying areas of the field, which can develop larger and long-lasting puddles of standing water. During these times, the site team will check risk areas and act accordingly to reduce the impact of the risk, which may require taping off the impacted part of the school.

Outside of the Learning Support classrooms, the ground can become a slip hazard. Wet floor and warning signs should be erected after periods of heavy rain and staff should be encouraged to walk around the impacted area.

https://meteo.go.ke/weather-warnings/

https://nairobi.go.ke/nairobi-county-governments-measures-to-address-floods

https://explore.disasteraware.com/flood-risk/nairobi-kenya/

The Headteacher or a designated member of SLT must communicate with parents the night before school informing parents that it is not safe to travel to school and that the school will remain closed. This message should be sent via the Sematime app. (Note : It is important to hold a Sematime test with parents before the heavy rain season begins or during El Niño periods. The DPO should follow up with messages which did not deliver, conducting these tests on an annual basis).

The Head of Security and Headteacher (or designated SLT member) should travel to school and liaise closely with security staff to ensure that no child comes into school.

A decision should be made as early as possible, and again communicated via Sematime, regarding school opening the following day.

Closing early

If the flood risk becomes apparent during the school day, the headteacher (or designated SLT member) should make the decision to close the school as early as possible. The message should be communicated via Sematime as above.

Form tutors should be told that parents have been advised to collect pupils from school and that they should prepare the children for this. The children should remain in class until parents arrive.

The Head of Security should also be made aware and the same message should be communicated to Peponi House Kindergarten to ensure consistency. SLT should make decisions on how lunch is served during this period as well. SLT should be available to support the smooth collection of children.

Staff who live furthest away from the school or in a flood prone area should be given priority to leave school first, whilst maintaining safe ratios within school.

If the risk of flooding becomes so severe that parents are unable to collect their child or that staff are unable to travel, there may be a need for pupils and staff to remain on the school grounds until it is safe to travel, which in extreme cases, could be overnight.

If this is the case, the following protocol should be followed:

- Pupils and staff remaining on the school premises after school hours should proceed to the hall for a briefing by SLT.
- Administration team and SLT should ensure effective communication is maintained with the parents throughout, with the emphasis being on maintaining safety for both the child and parent.
- Affected staff to be given time to communicate with their family about the situation.
- Impacted children should be allocated to classrooms with staff, maintaining safe ratios as much as possible. Staff should ensure that set activities are engaging but calming with the focus being on pastoral support.
- SLT should liaise with the catering department as quickly as possible to ensure adequate food supplies are maintained and to make an evening meal plan.
- If an overnight stay looks likely, SLT will make plans for impacted children and staff to stay in The Courtney Hall, using school tents, mattresses and pillows.
- DHP to continue ongoing safeguarding assessment.

Key staffing arrangements to consider

The Headteacher should ensure:

- Sufficient security staff are available to stay late/overnight as needed.
- There is sufficient staff on site to maintain catering needs
- SLT, SMT and key administrative staff to be briefed leading up to any potential flooding as the first staff to be called upon to support.
- Key considerations to be given to staff with young families, those who live furthest away or in flood prone regions.

When safe to travel, staff should remain on site with the children until everyone has been collected. The Headteacher will then make a decision on when school will reopen and whether any adjustments should be made.

The school's Remote and Hybrid Learning Policy should be consulted alongside this policy to guide staff on work expectations during the different scenarios mentioned above.

Opening Late

If flooding or heavy rains are expected early in the morning, the Headteacher may decide to open school late. A Sematime message should be sent the night before informing parents of the adjusted opening time. Staff should also be informed. The Headteacher should liaise directly with the Head of Security with the new plans.

The school day will continue as timetabled after registration period, which will be communicated to staff. SLT will need to decide on break and lunch time arrangements, depending on the time of day school is reopened.

The school will only open late if it is safe to do so. Key considerations:

- Is there sufficient time to prepare break and lunch?
- Is it reasonable to assume that school will not be impacted by further flood risks later in the same day?
- Is school able to be opened before 11.00am?

If the answer to any of the questions above is 'no', then the school should remain closed for the duration of the day and a switch to remote learning will commence.

Remaining Open

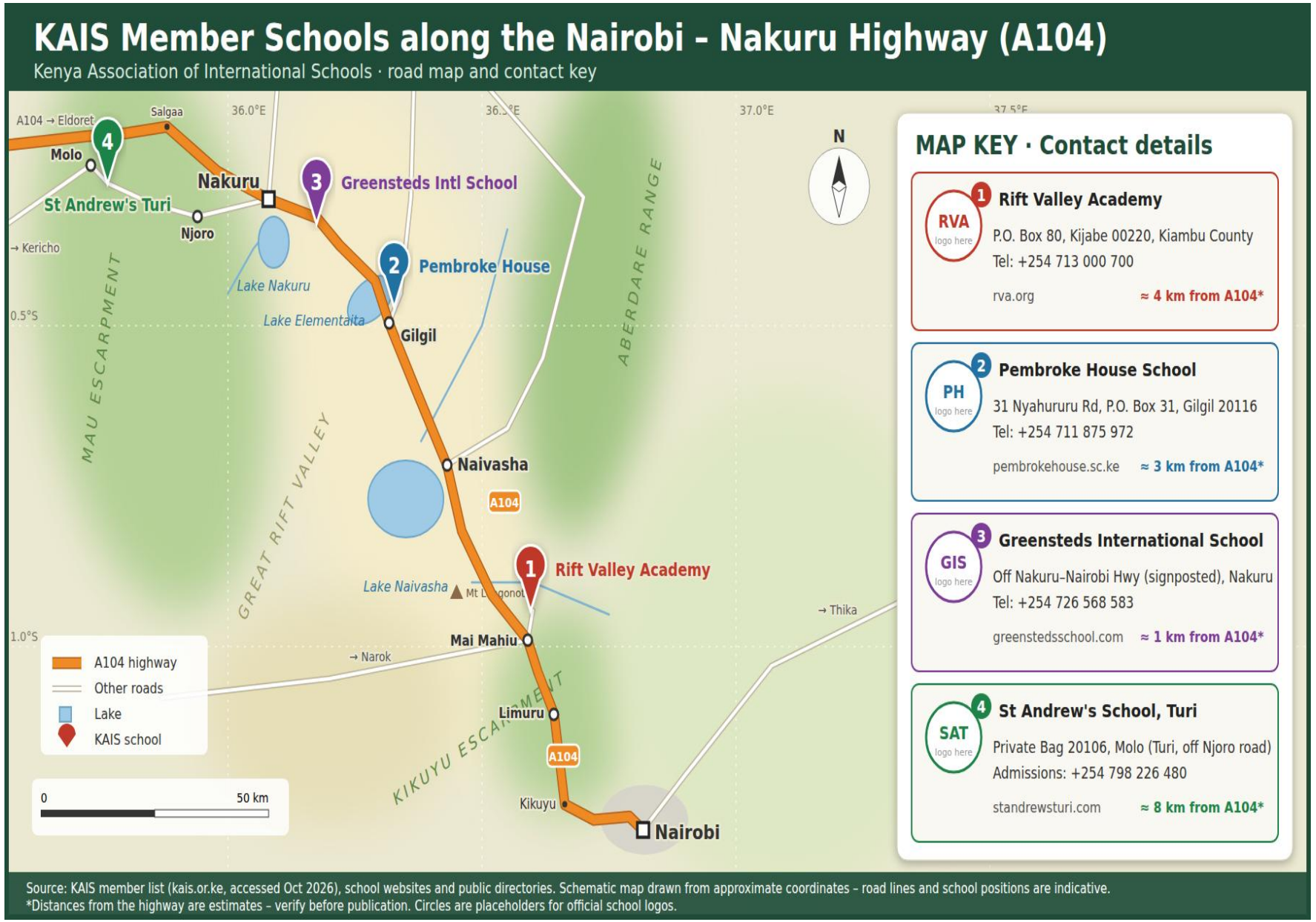
If the school remains open during the risk of inclement weather, the Headteacher, SLT, Site Manager and Head of Security should meet to discuss any adjustments to the school day or access points which need to be made.

6. School visits

Whilst adverse weather conditions should be anticipated as much as possible, there may be scenarios where pupils and staff find themselves on a school visit during inclement weather periods.

As a KAIS member, fellow member schools will provide assistance and shelter where needed. Trip leaders will already be in contact with their designated SLT point of contact, who will then take charge of communication with impacted parents.

Trip leaders should familiarise themselves with KAIS member schools on their route. The following maps give an indication of the location of KAIS schools along our frequent routes.


KAIS Member Schools along the Nairobi – Nakuru Highway (A104)
Kenya Association of International Schools · road map and contact key
A104 → Eldoret
Salgaa
Molo
Nakuru
St Andrew's Turi
Njoro
→ Kericho
Greensteds Intl School
Pembroke House
Lake Nakuru
Lake Elementaita
Gilgil
Naivasha
A104
Rift Valley Academy
Lake Naivasha
Mt Longonot
Mai Mahiu
→ Narok
→ Thika
Limuru
Kikuyu
Nairobi
MAU ESCARPMENT
GREAT RIFT VALLEY
ABERDARE RANGE
KIKUYU ESCARPMENT
36.0°E
37.0°E
0.5°S
1.0°S
N
A104 highway
Other roads
Lake
KAIS school
0
50 km
MAP KEY · Contact details
1 Rift Valley Academy
RVA logo here
P.O. Box 80, Kijabe 00220, Kiambu County
Tel: +254 713 000 700
rva.org
≈ 4 km from A104*
2 Pembroke House School
PH logo here
31 Nyahururu Rd, P.O. Box 31, Gilgil 20116
Tel: +254 711 875 972
pembrokehouse.sc.ke
≈ 3 km from A104*
3 Greensteds International School
GIS logo here
Off Nakuru–Nairobi Hwy (signposted), Nakuru
Tel: +254 726 568 583
greenstedsschool.com
≈ 1 km from A104*
4 St Andrew's School, Turi
SAT logo here
Private Bag 20106, Molo (Turi, off Njoro road)
Admissions: +254 798 226 480
standrewsturi.com
≈ 8 km from A104*
Source: KAIS member list (kais.or.ke, accessed Oct 2026), school websites and public directories. Schematic map drawn from approximate coordinates – road lines and school positions are indicative.
*Distances from the highway are estimates – verify before publication. Circles are placeholders for official school logos.

KAIS Member Schools in Central Nairobi

Kenya Association of International Schools · Westlands, Lavington, Gigiri, Runda, Muthaiga, Karen and Lang'ata · road map and numbered key



MAP KEY · School, area, contact

	School	Area	Contact
1	Aga Khan Academy	1st Parklands Ave	+254 736 380 101
2	Oshwal Academy	2nd Parklands Ave	+254 725 506 510
3	Braeburn School	Gitanga Rd, Lavington	+254 20 501 8000
4	Rusinga School	Gitanga Rd, Lavington	+254 20 257 2000
5	Braeside Lavington	Muthangari Rd	braesidelv.braeburn.com
6	St Austin's Academy	James Gichuru Rd	+254 20 418 2380
7	Brookhurst Lavington	Lavington	brookhurstschool.or.ke
8	Kenton College Prep	Gichugu Rd, Kileleshwa	+254 722 205 038
9	Premier Academy	Wangari Maathai Rd	+254 722 205 855
10	The Vale School	Muthaiga	thevaleschoolmuthaiga.com
11	Rosslyn Academy	Limuru Rd, Gigiri	+254 20 263 0610
12	German School Nairobi	Limuru Rd, Gigiri	+254 20 418 1000
13	SABIS Int'l School	Runda	sabisrunda.sabis.net
14	Brookhouse School	Runda, off Kiambu Rd	brookhouse.ac.ke
15	Braeburn Garden Estate	Garden Estate	gardenestate.braeburn.com
16	Hillcrest Int'l School	Karen	+254 730 881 552
17	Brookhouse School	Karen, Magadi Rd	+254 20 243 0261
18	The Banda School	Magadi Rd, Karen	bandaschool.com
19	Nairobi Academy	Lang'ata Rd	nairobiacademy.or.ke
20	Light Int'l School	Off Lang'ata Rd	+254 703 200 002

Other KAIS members – location/contact not yet confirmed:

Jawabu School · Nairobi Jaffery Academy · Nairobi International School · Peponi House · MLC School · St Christopher's International School · French School of Nairobi · West Nairobi School · Woodcreek School · Durham International School · Makini Cambridge School · Kinderworld International School · Brookhurst International School (main) · Kiota Kindergarten

Outside this map's frame (set aside for now):

Thika Road: Crawford Int'l (Tatu City), Peponi School (Ruiru), Braeside Thika, Braeburn Imani · Kajiado: Brookhurst International School, Kiserian

Source: KAIS member list (kais.or.ke, Oct 2026), school websites, public directories. Schematic map: roads and pins are approximate; pins are placed at neighbourhood level. Verify phone numbers before publication; a website is shown where no number is confirmed. Overlapping markers are offset and joined to the true spot by a line.

Trip leaders should familiarise themselves with the following points of safety and shelter.

Nairobi – Nakuru highway

(Visits to St Andrew's Turi, Pembroke School Gilgil)

- Buffalo Mall, Naivasha +254 716 328 384
- Delamere Stop Point, Naivasha (located roughly 1km past the main exit to Naivasha town, on the right hand side if you were travelling from Nairobi) +254 762 298 870 *(NB: Access to Delamere Stop Point may be temporarily restricted or the access may have changed since the development of the highway into a dual carriageway).*

7. Educating children

Form tutors should deliver key messages surrounding thunder and lightning safety appropriate to their phase and age group. Leading up to periods of potential inclement weather, they should remind children about safe places to shelter, that they should follow the guidance of duty staff, for example.

Children should be encouraged to play an active role in listening for thunder and lightning, for example, and informing their teachers. Key individuals, including swim coaches and games staff should also remind children of the protocols during periods of adverse weather.

Swimming coaches:

- Show children how to locate the nearest exit point
- Practise leaving the pool from the nearest point swiftly

Games coaches

- Show children their nearest safe shelter points
- Identify unsafe areas of shelter when outside
- Show children safe/unsafe shelter areas when playing away fixtures during periods of potential adverse weather