



## **Snow Procedure Policy**

*School Mission Statement:*

***“Learning and growing in  
the light of the gospel”***

### **WITHIN THE POLICY:**

- Aims
- Procedure
- Frequently asked questions

## **SNOW PROCEDURE POLICY**

In the event of disruption caused by heavy snow the prime concern of the School will always be the safety of the pupils and staff. The decision as to whether or not to send a pupil to School, however, must be at the discretion of the parents taking into account factors such as local road conditions and the availability of childcare.

**The School aims to remain open in the event of snow.** We feel this is important for the children's education. In the event of heavy snow, we cannot guarantee a normal School day.

**However, there are certain factors which may lead to the School closing, such as whether:**

- There are sufficient members of staff to be able to provide satisfactory care
- The severity of the weather conditions that it is unlikely that many people will be able to make it in to School
- The School can provide lunch for the children
- The School grounds are sufficiently safe for the children, parents and staff
- The School has adequate heating
- The School has lighting and hot water across site
- External agencies, e.g. Police, local government, monitoring organisations etc., are advising against School travel in our region

If the School is to be open, we will Clarion parents and staff as soon as possible, and normally by 7.30am on the day. Information will also be given to Radio Leicester (104.9FM).

If, for the reasons outlined above, the safest decision is to close the School, parents and staff will be sent a Clarion by 7.30am on the day.

The School website will be updated as soon as possible with the relevant information.

Once the School is open, we will aim to remain open until the end of the normal School day. In the event of extreme weather during the day resulting in some pupils being collected early, normal lessons may be curtailed and the remaining pupils assembled in groups under the supervision of authorised members of staff to await further instructions.

Parents will be asked to sign their children out as normal.

**If the School is closed, it is the responsibility of the Headteacher and SMT to ensure that the following events happen:**

- The Clarion Messages are sent to staff and parents
- The minibus drivers and parents normally using the morning pick-up service be informed that the service will not be in use until further notification.
- The School website is updated
- Radio Leicester is informed

### **Staff Attendance**

Although it is recognised that severe weather conditions make it difficult for staff to get to and from work, unless directed to the contrary by the Headteacher, then the expectation is that staff will present themselves for work. It is appreciated that journeys may take longer than normal and therefore some staff may not be able to arrive before the normal start of School time.

If the School is closed to children staff must make a judgement about the safety of travelling and inform the Headteacher as soon as possible prior to 7.30am.

If staff cannot attend School, they must work from home on planning, marking, preparation of teaching resources etc., all staff should be able to access the staff server and access School email.

### **Clearance of Snow**

Within the School site the School is responsible for snow clearance. In particular the main driveway, car parks and footpaths. When severe snow is forecast the Head of Grounds will lay salt and grit on arrival. If heavy snow falls over the weekend the Headteacher, Assistant Bursar and Head of Grounds should be in regular contact to ensure the safety of the premises.

### **Children's safety in School**

If there is any question of children's safety being at risk, the School has a responsibility in inclement weather to keep the children indoors. Prior to pupils being allowed to play outside in the grounds, they will be warned by their teachers not to throw snowballs at other children nor near windows, make slides on footpaths and to take extra care when playing in the snow.

**(Reviewed August 2016 PSF)**

## **SNOW POLICY**

### **FREQUENTLY ASKED QUESTIONS**

#### **Will parents be contacted in the event of snow?**

A Clarion Call will be sent to all parents to inform them of the situation each day. This document (Snow Policy) can be found on the School website and gives clear instructions for snow days.

#### **Do I need to contact the School?**

Do contact the School in the normal way as if you were reporting an absence for an illness. It might be a little busier than normal if you choose to phone in, but do please persevere. Email would also be acceptable.

#### **Will the morning Minibus Service be in operation?**

Due to the rural nature of the 3 minibus routes, parents will be advised by Clarion that the morning service will not be in operation

#### **To travel to School or not?**

Parents have to decide whether it is safe and desirable for them to make the journey into School. If the School is open, and once we have established which pupils we have on site, we will construct a schedule for the day which will include, where possible, relevant academic work – and a range of activities aimed at making the day as productive as possible.

#### **Does it matter what time we arrive at School?**

We will expect children to arrive at School on time, but appreciate that this may be difficult. If the children are late it is important that they sign in the book in Reception.

#### **Will the School be providing a hot lunch?**

Depending on the severity of the weather, and if normal deliveries have been made to the kitchen, the School will endeavour to provide the normal lunch. However, in the event that this is not to be possible, parents will be advised by Clarion early that day to ask that they send their child(ren) with a packed lunch.

### **What will happen if heavy snow arrives during the School day?**

We will try to stay open till the end of the School day, however, if you wish to collect your child(ren) from School before this time, you are welcome to do so, but please ensure you sign them out.

Anyone struggling to collect their child by the normal finish time, due to poor road conditions, transport arrangements, etc, should contact the School on the normal number up to 5pm (01530 222276) or the Duty Telephones thereafter (Pre-Prep 07799215098).

### **Will there be after-School activities?**

There will be no after-School activities or clubs.

As always, we will look after the children until you are able to get here, but please remember that members of staff will also be anxious to get home if the weather and road conditions are poor.