

SNOW PROCEDURES INFORMATION FOR PARENTS

OVERNIGHT SNOW

If there is significant and heavy snowfall overnight that might either restrict access to the school or prevent the staff from being able to get to work safely then the following will occur:

- Teachers will contact **Mr Isaacs before 7.15am** to inform him of their ability to get safely to work.
- If access to the school is deemed to be hazardous or there is clearly going to be insufficient teachers to teach the children then Mr Isaacs (in consultation with the Chair of Governors) will make the decision to close the school. The aim will be to do this **before 7.30am**. A message will then be put onto the school answer phone. The school closure will be logged with the LA which will automatically be posted on the school closures page <https://closures.buckinghamshire.gov.uk/check-if-your-school-is-closed/>.
- The closure will also be posted on our school website and parents will receive an email to the primary address supplied to the school.
- If there are enough teachers able to reach school safely before 8.30am then the decision will be to keep the school open and reassess the situation at 10.00am. If it is felt at this point that some or all children should go home parents will be contacted (via email) and the school's website will be updated. Parents can then make arrangements for their child to be collected and return home safely.
- In the event of overnight snow, **ONLY the front entrance of the school will be cleared** to ensure one safe point of access to the school is created and maintained. All children will enter the school building via the Year 3 external door. The rear gate will remain locked to allow site staff to focus upon the front entrance.
- If the school is not forced to close then normal collection arrangements will apply at 3.20pm.
- **Only the Head (or SLT in his absence) can take the decision to close the school.**

RUSH HOUR SNOW

If there is heavy snowfall during the period when teachers are travelling to work then teachers will follow the procedure below:

- **Contact Mr Isaacs** a.s.a.p. to inform him of their ability to reach work safely and estimated time of arrival.
- Teachers arriving before 8.25am to make arrangements to supervise those children who have made it to school until Mr Isaacs is able to assess the situation fully and reach a decision (based upon a minimum number of 4 teachers being in school by 8.25am) about whether or not to close. The designated area for supervision shall be **1 classroom per year group**.
- All other staff will attempt to make their normal journeys to work if possible and safe to do so.
- Under these circumstances, and if the decision to close has not been made by 7.30am, then the school **must stay open** until Mr Isaacs has arrived or is in a position to make a decision.

SNOW DURING THE SCHOOL DAY

If there is heavy snowfall during the school day and conditions deteriorate so badly that journeys home may become unsafe or the heating in the school is insufficient then Mr Isaacs will decide to close the school once all parents have been informed and children safely collected. Parents should check their email, the school website and the Buckinghamshire Council school closures page as given above for details of any closure during the school day as we will use all available forms of communication to pass on the message quickly.

Staff will remain on site to supervise the children maintaining reasonable levels of teacher to pupil ratios (this will allow some staff to leave before closure, particularly those deemed to have potentially hazardous journeys).

ROLES AND RESPONSIBILITIES

- **Head** : To assess the situation based upon information received from the caretaker and teachers and to therefore decide whether or not the school is in a position to open and safely supervise the children.
- **Office Staff** : To log the school closure on the TGMS website and record a school closure message on the answer phone if requested by the head.
- **Caretaker** : To enable reasonable and safe access to the school by means of clearing paths and playgrounds and to post any closure signs on the school gates.
- **Teachers** : To inform the Head immediately if they are unable to reach the school safely. To make all reasonable efforts to get to work without endangering themselves or others. To supervise children once on site if normal teaching arrangements have been affected by staff not being able to get to school.
- **Parents** : To monitor the agreed channels of communication with regard to school closures and to ensure their children are safely supervised and accounted for until they are clear that the school is open or closed. Sensibly adapt clothing and shoes according to weather conditions.
- **Children** : To ensure they make their way to school safely and where unaccompanied only return home once they have arrived in school and contact has been made with a parent to ensure that they will be safe and supervised.