

Snow Policy and Procedures - Information for Parents.

We do recognise that to close school in the event of an emergency significantly impacts on parents/carers and guardians. To minimise this impact, our aim is to notify parents/ carers and guardians of the school's decision to close at the earliest possible time. **In the event of disruption caused by heavy snow the prime concern of the school must be the safety of the students and the staff.**

Significant snowfall occurring during the school day:

Should **significant** snowfall occur during the school day the Headteacher or a designated deputy Headteacher will undertake a risk assessment using common sense approach to determine whether it is feasible for students and staff to stay in school and, if not, what subsequent risk could be raised from sending students home.

If it is not feasible for students to stay in school the following procedures will be followed:

- The decision will be made by the Headteacher, in consultation with the Directors and the Responsible Individual (RI), to close the school.
- Deputy Headteachers of each site will be informed of the Headteacher's decision to close the school.
- Deputy Headteachers will inform parents/carers, guardians and social workers of the decision to close the school due to bad weather. Each deputy is expected to inform the parents/carers, guardians and social workers of the students that are on their sites. In the absence of a deputy, the designated site leader is expected to make contact with home. If no one is available to receive the student at home, the deputy Headteacher maintains duty of care for the student until someone responsible is available to receive the student at home.
- Deputy Headteacher or designated site lead will also contact taxi companies to re-arrange pick up times.
- While students wait to be picked up by taxis, they are not allowed to play outside in the snow.
- Once the student leaves the site the deputy Headteacher or designated leader of the site **MUST** make another call or send a text message home notifying to parents/carers that the student has left.

Significant snowfall occurring overnight :

- If heavy snow falls overnight and continues into the following day, parents are asked to observe the following procedures.
- If the decision has been made by the Headteacher, in consultation with the Directors, to close the school, one of the school's deputy Headteachers or assistant deputy Headteachers will communicate the school's plans to parents at the earliest possible time. This notification could be through either a phone call, a text message or email.
- If the decision has been made by the Headteacher, in consultation with the Directors, to keep the school open, parents/carers and guardians of students, who live a significant distance from the school, are asked to contact the deputy of the site where their child is placed, if there is a significant risk associated with the pupil's journey to school, owing to bad weather in their area.

Snow Policy and Procedures - Information for Teachers

In the event of disruption caused by heavy snow the prime concern of the school must be the safety of the students and the staff.

Significant snowfall occurring during the school day.

Should **significant** snowfall occur during the school day the Headteacher or a designated deputy Headteacher will undertake a risk assessment using common sense approach to determine whether it is feasible for students and staff to stay in school and if not what subsequent risk could raise from sending students home.

If it is not feasible for students to stay in school the following procedures will be followed.

- The deputy Headteacher of each site will contact parents and arrange for students to end the school day early.
- The deputy Headteacher of each site will contact the different taxi companies and rearrange end of school day arrangements for an earlier pick up time.
- Teachers are to follow the set time table for the day until the student's taxi arrives. Changes to the timetable can only be made by the deputy Headteacher of the site in consultation with the Headteacher.
- Once all students have left the site, the deputy Headteacher of the site will make the decision as to when staff leaves.

Significant snowfall procedure occurring overnight

If heavy snow falls overnight and continues into the following day, the prime concern of the school must be the safety of the students and the staff.

- Due to more than 50% of our students living in our residential homes it is expected that all staff will make every reasonable effort to undertake the journey to school. It is appreciated that the journey may take longer than

Spring Hill High School Emergency Procedure in the Event of Snow

normal and therefore some staff may not be able to arrive before the normal start of school time.

- Where staff members are finding it difficult to come into school they MUST contact on-call, and the deputy Headteacher of the site that they are working on, to inform them of their difficulty.
- The deputy Headteacher will make arrangements for one of the TOO drivers that are on standby to transport the staff to and from school in the safest way.
- Staff members, that are in school on those days, will be relocated to the homes by the company's on-call, based on staffing needs.
- Staff members who remain in school will be allocated jobs for site development/improvement by the site deputy Headteacher. Site improvement activities may include clearing snow from paths and backyard or parking areas.
- The Headteacher's PA must call all deputies by the end of day and update the school absence tracking document with all staff absence.
- The Headteacher's PA must inform all home managers, on-call and Norma Jones of the school closure.

