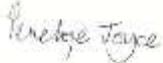


# Snow Policy

## Leehurst Swan School



<b>Approved by:</b>	 Headmaster  Representative of Governing Body	<b>Date:</b> 17/01/20
<b>Last reviewed on:</b>	17/01/2020	
<b>Next review due by:</b>	17/01/2024	

Last Reviewed 17/01/20, Next Review: 17/01/24 or as required by a change in regulatory legislation.

**This policy applies to the whole school including EYFS and is available on the school website for parents to access.**

## **1. Introduction**

This policy seeks to protect, as far as is reasonably possible, the health, safety and welfare of all its employees, pupils and parents on days when snow disrupts the School.

## **2. General Procedure**

In the event of heavy snowfall or the prediction of snowfall, the Headmaster or Bursar, in the Headmaster's absence, will make an informed decision as to whether the School will open or, if snow falls during the day, remain open.

## **3. Overnight Snowfall**

- 3.1 If, in the opinion of the Headmaster or Bursar, it is not sensible to open the School following overnight snow, or due to heavy snowfall being forecast during the morning rush hour, then a message to that effect will be put on the school website by 7:00 and parents will be notified via text or email of a school closure. An announcement via social media and Spire FM of any closure will also be made.
- 3.2 Depending on the weather conditions this decision will be one of the following
  - a) The School will be closed for the whole day;
  - b) The School will be closed for the first part of the day but will open later in the day;
  - c) The School will be open at the usual time but parents who do not wish to bring their son or daughter to school because they consider it hazardous to travel, will have the absence as authorised on the school attendance register.
- 3.3 In the case of b) or c) being chosen as the best course of action, parents must be aware that teaching staff who live in outlying districts may not be able to get into school and so any lessons which take place during the day will be likely to be disrupted.

#### **4. Snowfall during the day**

- 4.1 Closures once the School is in session will be considered only in extreme circumstances.
- 4.2 The School will contact parents of all pupils via email or a text message to make suitable arrangements with parents.
- 4.3 If parents of pupils are unable to collect early and are unwilling for them to go home with another pupil then pupils will be supervised until the relevant time of collection.
- 4.4 Once the decision has been made to send the pupils home, normal lessons will be suspended so that staff living furthest away from school can be allowed to travel home in safety. However, a skeleton staff of those who live nearby will remain at school to supervise the pupils who cannot be quickly collected.

#### **5. Parents**

- 5.1 Parents should use the school website ([leehurstswan.org.uk](http://leehurstswan.org.uk)) as the first port of call for information about what is happening on snow days. This will be updated as regularly as possible so that it is clear what arrangements have been put in place.
- 5.2 Parents should assume that school will remain open unless the website specifically states otherwise, or they receive a message via social media. Under no circumstances should parents send their child to school without first checking that it is open.
- 5.3 The health and safety of parents and their children is of paramount importance, so parents should not undertake the journey to school if they consider it unsafe to do so, even if the School is open. In those circumstances, parents should ring the School and report their child as absent giving the relevant reason; this absence will be authorised and marked as snow day.
- 5.4 Parents should be aware that on days when there is a partial opening, the normal programme of lessons will not take place as it is likely that many staff will not make it into work. Games sessions which would normally take place at the Games field will be unable to take place.
- 5.5 If parents get stuck in bad weather when coming to collect their child from school, the pupils will be supervised until parents can collect them or

can arrange for someone else to do so; however, it is important that in these circumstances we remain aware of the latest estimated time of arrival for the person collecting.

## **6. School Transport**

- 6.1 On days when weather conditions make the roads dangerous, we will suspend the minibus service. This includes days when there is black ice, high winds, or risks of flooding as well as snow days. Notification of this will be put on the website and a message will be sent via social media.
- 6.2 On days such as this, parents should check the school website before sending their child to catch the minibus in the morning. If the cancellation of the minibus means it is impossible for a parent to get their child to school that day, the parent should ring the School and report their child as absent. However, it is expected that parents will make every effort to get their child to school using some other means if the school is open on that day. There will be days when the school bus is cancelled because of the high risk that it faces of having an accident due to the nature of the vehicle and the roads it is going along, but on which the risk of a private car having an accident are slight.

## **7. Staff**

- 7.1 If the School is open, then members of staff should make every effort to get to school if they can do so safely. This might involve leaving their journey to work until later in the morning.
- 7.2 If a member of staff has come into work and the conditions are such that it looks as though road conditions on the way home are going to be difficult then the Headmaster or Bursar will allow the member of staff to leave early.
- 7.3 Staff members should look at the school website or social media for information about whether the school is opening or not. The Headmaster or Bursar will speak to members of the Senior Leadership Team so staff members who are unsure about what to do on a particular day should telephone one of that team.
- 7.4 If staff members are unable to get into school on a day when the School is open, then they are expected to provide and email full lesson plans for the lessons they would be teaching on that day.

## **8. School Base**

- 8.1 If the School is closed for an extended period (longer than three days) then work for pupils of all ages will be posted by teachers on School Base for the pupils to complete at home. Parents will be informed of this via email.
- 8.2 Teachers of pupils in Year 11 will be expected to post suitable work on School Base on the first day of closure.

## **9. Decision Making process**

- 9.1 Decisions on whether the School will be open will be made giving consideration to a number of different factors. These include:
- Is there a hazard to life or is there a risk of serious injury to staff, pupils and parents if the School is open?
  - Staff/pupil ratios and whether there will be enough staff able to get into school to supervise pupils;
  - Is the school site safe – Can we make pathways safe? Are there dangers from snow or icicles falling off roofs? Is the heating system able to cope with extreme temperatures? Can the Facilities Manager and Maintenance staff get into school?
  - Whether we can provide food at lunchtime;
  - What the weather forecast for the rest of the day is and whether it predict more severe weather.
- 9.2 Although health and safety considerations will always take precedence, we remain aware that a school closure is very disruptive for working parents and so will always endeavour to keep the School open whenever it is reasonably possible. However, if we open the School we will only do so if we feel we can provide a suitable programme of educational activities and we will not open just to provide a child-care service.