



St Mary's Catholic Primary School

Achieving Ambitions

SNOW PROCEDURES

We guide our pupils on to the path to achieving their ambitions.

On their journey, they **Love** one another, **Learn** to achieve excellence, **Laugh** through enriching experiences and **Live** life to the full.

Drafted by	Senior Leadership Team
Approved by Governors	Chair of Governors
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In the event of disruption caused by heavy snow the prime concern of the school must always be the safety of the pupils and staff.

If heavy snow falls overnight and continues into the following day, parents are asked to observe the following procedures. The decision as to whether or not to send a pupil to school must be at the discretion of the parents/carers, taking into account factors such as local road conditions and the availability of child-care.

Members of staff are asked to make every effort to get to school although, again in severe conditions, they must make a judgement about the safety of travelling.

The school will send texts/emails and post updates on the website to provide information of the situation. In particular parents will be advised as to whether or not the school is open to operate a normal timetable, depending on the number of staff and pupils available.

In the event of having to operate with a small number of staff, the Senior Management Team will organise a programme of events on a daily basis.

Where possible and practicable, a text message will be sent by the school to provide an update.

When ice or snow hamper movement around the school, in order to minimise the risk of injury to staff, pupils and parents, the caretaker will ensure that all paths and steps around the school site are gritted or cleared of snow as soon as is practicable.

Prior to pupils being allowed to play outside in the grounds they will be warned by their teachers not to throw snowballs near windows, not to make slides on footpaths and to take extra care when playing in the snow. Pupils will only play outside under the supervision of an authorised member of staff.

Appendix 1

Snow Policy and Procedures - Information for Parents.

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

If heavy snow falls overnight and continues into the following day, parents are asked to observe the following procedures. 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 child-care.

The decision to close the school will take account of the safety of all our pupils and staff, some of whom travel a great distance to school each day. The Head of School and Senior Leadership Team, in consultation with the governors where possible, will consider safety in relation both to travel, and to the situation within the school, where physical conditions and levels of supervision need to be suitable if the school is to stay open.

The Head of School will send a text to parents by 7:30am to inform them if the school is closed.

Parents will continually be updated by the school text messaging service.

Once the school is open, we will aim to remain open until the end of the normal school day at 3pm. 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.

Unless parents give specific permission that their children may make their own way home, children will continue to be looked after at school.

Under these circumstances, and if parents are concerned, they are welcome to collect their children early. As telephone lines can become extremely busy at such times, parents must call into the school office to sign children out. We do not feel that during snow conditions it is appropriate for children to walk home unsupervised.

If at all possible, parents are advised that it is better to avoid bringing vehicles into Vale Gardens, as the road can become treacherous in snowy conditions.

Children should not bring cycles or scooters to school, to help reduce risks for themselves and others.

Snow Policy and Procedures - Information for Teaching and Support Staff

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

Due to most of our pupils living within short walking distance of the school 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 normal and therefore some staff may not be able to arrive before the normal start of school time.

In the event of severe weather, a decision to close the school will be made by 6:30am, 7.00am at the latest. The Head of school will notify staff by text. **If you are unable to get in to school or do not feel safe to do so you must contact your line manager by telephone (not text) by 6:30am.**

Information will also be placed on the homepage of the school's website, which we would ask staff as well as parents to check (www.stmarys.brighton-hove.sch.uk)

Staff will be expected to supply tasks for their children to access via the school remote learning platform (Seesaw).

If the school is shut staff would be expected to work from home on tasks that they are able to complete such as planning. If you are unable to get in to school, other directed tasks may be given via email from the Head of school.

On arrival teaching staff should report to the Head of school or other most senior member of staff as appropriate. In the event of the normal timetable being suspended, a programme of activities will be organised for pupils who arrive at school. Teaching staff will be delegated to supervise these activities.

Once the school is open, we will aim to remain open until the end of the normal school day at 3:10pm. In the event of extreme weather during the day resulting in some pupils being collected early, normal lessons may be suspended and remaining pupils will stay in their classrooms to await further instructions.

As always during snowy conditions, staff members are asked to be careful when driving to school, especially when approaching the school site via Vale Gardens.