



## ***St Matthew's CE (Aided) Primary School And Nursery Centre***

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### **SCHOOL CLOSURE DUE TO SNOW/BAD WEATHER POLICY**

The aim of this document is to set out clear procedures to ensure the maximum safety of the students and to provide as much guidance as we can, using a variety of communication methods to maximise the delivery of accurate and timely information to parents, students and staff. To apply internal systems and procedures to ensure that the levels of communication, an effective process of student dispersal and appropriate use of school staff will ensure the safety and wellbeing of all students and staff throughout the process of early closure.

#### **School closure before the start of the school day**

If before the start of the school day the decision is made to remain closed due to adverse weather conditions, the decision will be made following consultation between the Headteacher, the Site Manager and the Chair of Governors. The current weather conditions and the likelihood of further snow for example, will help determine whether or not to open the school.

Once the decision to close is made then this will be communicated to the Local Authority and the local radio stations. Students and parents will have been informed prior to tune into local radio stations and listen out for information on school closures being announced. Parents will also receive a text message to advise that school is closed. Staff will be informed through the cascade of calls as laid out in our Snow Tree.

If possible a decision will be made at the end of the day if the school is to remain closed or will open as normal the following day. Again this information will be shared with the LA and local radio stations as appropriate.

#### **School closure during the school day**

Every effort will be made to keep the school open until the end of the school day (3.15pm). However, if there is heavy snowfall and the school is forced to make the decision to close earlier, then the following will also be taken into consideration :

- staff who travel a distance
- The ability to successfully communicate closure information in a timely manner

#### **If the close closes early then the following will take place :**

- The LA and local radio stations will be informed of the decision
- Staff will be informed
- Parents/carers will be informed using text, Twitter and the school website

- Staff will assist with dismissing all students as parents/carers arrive to collect them.
- Office staff will manage the phones.
- Staff who live a distance from the school may request to leave early, however the decision will; be based on the supervision of students in their care.
- As soon as the last student/staff have left, the site will be secured and will remain closed until the decision is made to open.