



School Closure due to Snow Policy

Date Policy Written:

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SCHOOL CLOSURE DUE TO SNOW 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 and an email to advise that school is closed. The closure will also be announced on the school Facebook page and through Twitter. Staff will be informed by text from Miss O'Connell.

There will also be a notification on the Telford and Wrekin website of which schools are closed.

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 and other social media 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 school 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, email, Twitter, Facebook 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 the 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.