



*Nancy Reuben Primary School*  
*Together We Grow*

**Nancy Reuben Primary School**

# **Snow Policy**

## **December 2017**

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## **1.0 Introduction:**

In all we do at Nancy Reuben Primary School, the health and wellbeing of the children and staff in our care is the main priority. Therefore in the event of disruption caused by heavy snow, the prime concern of the school will always be the safety of the pupils and staff. The decision 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 childcare.

The school aims to remain open in the event of snow. We feel this is important for those parents who are relying on us to care for their children in term time. In the event of heavy snowfall, we cannot guarantee a normal school day.

## **2.0 Why the school might close:**

However, there are certain factors which may lead to the school closing, such as whether:

- there are enough members of staff to be able to provide satisfactory care;
- the severity of the weather conditions is on such a major scale that it is unlikely that many people will be able, physically, to make it into school;
- the school grounds are sufficiently safe for children, parents and staff;
- the school has sufficient heating;
- the school has lighting and hot water across the site;
- external agencies, e.g. police, local government, motoring organisations, etc, are advising against school travel in our region.

## **3.0 Information for Parents:**

### **3.1 School closed:**

If for any reason it is deemed that the school cannot be open we will inform parents via Parentmail email and text by 7.00am on the day and a message will be added to the homepage of the school website. The Head Teacher and Business Manager will be responsible for making the decision about school closures and the Secretary will be responsible for ensuring text and email messages are sent to all parents.

### **3.2 School open:**

When the school is open, we will aim to stay open until the normal end of the day.

### **3.3 Lunch:**

If your child does come to school on snowy days, we suggest you send them with a packed lunch, even if they normally have school dinner, in case the school dinner delivery does not reach us because of the weather.

The series of frequently asked questions in Appendix 1 should answer any queries you may have.

#### **4.0 EMPLOYEES**

In the event of snow and if the school is open, all employees are expected to make every reasonable effort to get into work. This includes making adjustments to get to school for example via public transport, car sharing, taxi or walking if living within walking distance.

This might not always be possible and where every reasonable effort has been made and particularly in the case of employees who live some distance away from the school, please contact the headteacher as early as possible in the event of a problem.

## **Appendix 1:**

### **SNOW POLICY – FREQUENTLY ASKED QUESTIONS:**

#### **Will parents be contacted in the event of snow?**

Parents will be contacted by text, email and on the website to alert them of school closures.

#### **Do I need to contact the School?**

If the school is open, please contact the school in the normal way if you decide not to send your child to school because of the weather.

#### **Do I travel to school with my children or not?**

Parents have to decide whether it is safe and desirable for them to make the journey into school. If the school is open, once we have established which pupils we have on site, we will construct a schedule for the day which will include, where possible, relevant academic work and a range of activities aimed at making the day as productive as possible.

#### **Does it matter what time we arrive at school?**

No, we will expect children to arrive throughout the morning. However, it is important that children are signed in at the front office.

#### **What will happen if heavy snow arrives during the school day?**

Following the arrival of or threatened arrival of heavy snow, the Head Teacher and Business Manager may decide to allow early collection of children to aid children getting home safely and in good light. Any decisions like this would be communicated to parents via the text and email messaging service Parentmail. Any children collected early will need to be signed out by the adult collecting them at the main office.

#### **Where do I go to collect my child?**

Please go to the main office, where the secretary will contact your child's class and make arrangements for your child to be brought to you at the main office.

#### **Will there be after school activities?**

After-school activities will be automatically cancelled if the weather results in early pick-ups. However, should you be delayed in collecting your child, please ring the school office to keep us informed. As always, we will look after the children until you are able to get here, but please remember that members of staff will also be anxious to get home if the weather and road conditions are poor.