



### **Snow/Emergency Closure Procedure**

This policy provides guidance to parents and staff on the procedure and action the school will take in the case of extreme weather conditions or other emergencies which could result in school closure (for example a gas leak). We will always do everything we can to remain open.

The safety and wellbeing of our children and staff are of utmost importance to us and any decision to close the school will be taken after we have considered the following:

- is it safe for the school community and our staff to travel to/from our site?
- is the school safe and does it have heating to the legally required temperature, lighting and hot water?
- are there enough staff members available to be able to provide a safe and proper educational environment?

#### **Possible closure identified before school has started**

In the event that it has snowed overnight, it is snowing in the morning, or any other situation has been identified which could make it unsafe to open the school, the site manager will contact the Headteacher by 7:30am. She will then make a decision about closing based on the criteria listed above.

In the event that the school is to be closed:

- Breakfast Club will be cancelled.
- staff will be contacted using the emergency contact list which can be found in the staff handbook
- a text message will be sent to all parents/carers by the school secretary using School Gateway
- the 'emergency homepage' on our website will be activated and updated with details of the closure.

#### **Closure identified during school day**

In the event that the school must close during the school day due to adverse weather or an emergency, a text message will be sent to parents/carers asking for them to collect their child from the school hall. In these circumstances, After School Club will be cancelled.

Parents/carers should access the hall via the doors in the staff car park. To avoid congestion and potential accidents in these hazardous conditions, no vehicle access to this car park will be permitted. Please help us to keep the driveway clear in case we require an ambulance, by parking in the surrounding area.

Children will remain in their year group areas and two staff representative from each year group will come to the main hall, which will be divided into stations for each year group.

When parents/carers/authorised persons arrive at the school hall, they should find the appropriate 'station' for their child. They should also notify the member of staff if there are any siblings who require collecting. The member of staff will then coordinate their release. **Pupils will be released to any adult authorised to collect them, as per the emergency release forms.**

Following a closure during the school day, parents/carers should regularly check the website for updates regarding opening the following day, however due to the potential changes in conditions overnight, a decision may not be made until the following morning.