

ST MARY'S CE (AIDED) PRIMARY SCHOOL SNOW PLAN

It is the school's policy that it will open on all normal school days even when some poor road conditions exist. However, in the event of a heavy snowfall, we cannot guarantee that staff will be able to attend school and a decision to close or restrict school opening may have to be made.

St Mary's CE (Aided) Primary School will aim to remain open as long as:

- The site is safe to access.
- There are enough staff to safely supervise the children.
- Meals can be offered. This may include a cold alternative.
- A member of the leadership team is on site.
- A qualified first aider is on site

The decision to close the school can only be taken by the headteacher in conjunction with the chair of governors.

In the event of inclement weather overnight:

- a decision will be made by 7:45am in the morning.
- this decision will be based on a risk assessment made by members of staff who live in Pulborough and can make an assessment of the condition of roads and pathways in the area, the forecast for the rest of the day, and the numbers of staff who are able to get to school to ensure appropriate staff: pupil ratio

If the weather conditions are severe enough to force closure or restricted opening,

this decision will be communicated to parents by the following means:

- Via the school website
- Parent Texting service
- Local radio
- West Sussex Grid for Learning – School Closures

It is vital that parents read the message themselves rather than rely on a verbal version from others. Arrangements may be very specific and change from day to day.

Restricted opening – where school is open but some staff and pupils may be unable to attend due to weather conditions:

The senior member of staff on site will organise the staffing allocations irrespective of normal responsibilities. If the school is closed, a member of staff (where possible) will be available at school to ensure that messages and communication are maintained for the first few hours of closure. Thereafter the school will be empty. If there is an enforced school closure, we cannot look after children. However, those already delivered to school prior to a decision being made will of course be looked after until they can be collected.

Dropping Off

Parents are asked to exercise extreme caution when dropping off or collecting children by car because of icy paths and pavements. At the end of the day, the children should be collected as usual but there will be no after-school clubs or staff meetings. Parents who wish to collect their children early due to the road conditions may do so. On such days, children's access to the playground may be restricted. Parents are reminded to ensure their children have warm clothes and suitable footwear in case their journey is disrupted or they are stranded.

Communications

Once a decision is made, the school phone is likely to be very busy and it may not be possible to get through so we would ask parents to use the means of communication outlined above instead.