



St Anne's Catholic Primary School

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'Loving God in all we do'



St Anne's procedures for heavy snowfall



Dear Parents/Carers,

Below are the procedures to follow in the event of heavy snowfall over the winter months.

We would only close our school completely if there was a serious risk to the health and safety of our children, parents and staff when trying to travel to and from school.

In the event of heavy snowfall **and the school needing to close**, the following plan will be followed:

- Mr Donnelly, our caretaker, will make an initial assessment of the transport and access routes to the school and communicate with Mr Bates.
- Mr Bates will make the decision if school is to close. Mr Bates will then inform Mrs Oates of this decision.
- Mrs Oates will communicate via email to all staff and parents of this decision. Mrs Oates will also inform local radio stations.
- Mr Bates will communicate via the school website that school is closed.

Snow during the school day

- If there is prolonged snowfall during the school day that is likely to cause travel disruption, the school office will send a message to all parents inviting them to collect their children early from school. Children and families safety will always be the priority.

In the event of heavy snowfall **and the school does not need to close**, the following procedures will be followed:

- Mr Donnelly, our site supervisor, will make an initial assessment of the transport and access routes to the school.
- Mr Donnelly will inform Mr Bates that the school can remain open. Mr Bates will then inform Mrs Oates.
- Mrs Oates will communicate via email to all staff/parents of this decision.
- Mr Bates will communicate via the school website that the school is open.
- Mr Donnelly will clear one main path to be able to access the school building safely. This will be the main pedestrian path.
- The school office will keep the registration time open until 9.30am to allow children and parents extra time to arrive at school as safely as possible.

It is imperative that the school office has your most up-to-date email address and telephone number. If you change your email address or telephone number, you must inform the school office as this will be the way we communicate with you. Please ensure your child has suitable shoes and clothing if the weather is cold and icy.

Kind regards,

Mr P Bates

Headteacher

Headteacher: Mr P. Bates
Deputy Headteacher: Mrs G. Cleary

