

# St John Vianney Catholic Primary School



*"Seeking Growth Together through Jesus"*

## Snow & Severe Weather Plan

**Date Reviewed: March 2019**

**Reviewed by: Elaine Allen**

**Approved by Headteacher**

**Date of next review: March 2020**

All Staff should:

Check school website for regular updates and plan to come into work.

If school is closed to students, staff should come in if they can do so safely, but not if there is a health and safety risk.

Sign in on arrival and remain in school until a member of the SMT has advised staff of the expected time to leave. We may suggest staff leave at 3.30pm to give additional travelling time in daylight hours.

Staff may be required to assist with various tasks such as supervising pupils at break times, if children cannot access the school grounds.

All staff are expected to continue with their normal duties.

Check your mobile phone for text messages and make sure Snr Management Team have your current contact number.

Allow extra time for your journey to and from school and alter your mode of travel if necessary.

Please use the pathways that are cleared allowing access to the Hall/Office doors.

Please be aware that whilst we have taken every reasonable precaution to clear ice and snow, it cannot be guaranteed paths are completely free from ice or snow. They may still present a slip hazard, so please be careful.

If there is no update on our web site or contact from either Mrs Allen, Mrs Evans or Mrs Woolridge please assume that we are expecting all staff to attend work as normal.

All staff must inform a member of the leadership team (Mrs Woolridge in the first instance) if you are unable to make the journey into school as early as possible.

Communication system:

AW/DJ will send a group email/text to all staff

Please can each person responsible for contacting other staff make sure they have up to date telephone/mobile numbers available.

E Allen will arrange the update of the school web site and contact with Radio Wave.