



### **Snow and Extreme Weather Policy**

St Mary's Church of England Primary School keeps children safe by ensuring and promoting the safeguarding and welfare of all children in its care: all policies support the most current "Keeping Children Safe in Education Guidance" and "Safeguarding Policy", are fully consistent with the "Every Child Matters" agenda, and fully support the principles of equal opportunities for all.



### **Arrangements for Winter**

The following arrangements are put into operation at school, during days when we experience disruption caused by severe snow or extreme weather.

### **Snow Day Information**

The Headteacher and Executive Headteacher will make the decision to close the school based on the weather within the school vicinity. In the event the school is closed the HT will contact the Administrative Assistant.

- An email will be sent to parents (one per family) before 7.15am if the school is going to close or we are operating any site restrictions.
- Information will be posted on the school website and onto Staffordshire County Council website under school closures.
- If conditions deteriorate during a school day a decision may be made to close the school early. An email will always be sent to parents to inform them of any changes.
- If you do not hear from the school, and you have checked the website, then assume it is a normal day and we are OPEN.

### **Restricted Site Access and Priority Path Clearance**

On days we are OPEN but there is some disruption from snow please note the following:

- We will only open the main front gate and clear the path to the front entrance
- Please approach the slope and steps with caution
- Parents should ensure that children use the gritted paths
- From 8.45am children can access classrooms directly through the corridors from the main entrance (and NOT via the playground)

On snow days we ask that parents and children DO NOT arrive at school early, i.e. before 8.40am. Only children who attend Before School Club or scheduled morning activities should arrive before 8.40am.

If the car park conditions are hazardous, please park on the main road and walk the short distance into school.

### **Registration on Snow Days**

On snow days, if you have received an email to say the school is open but with the restrictions described above, children will not be marked late until after 9.30am. Therefore, **on severe snow days children can arrive between 8.45am and 9.30am**. This flexible start will help avoid congestion on the car park pavements outside school and improve safety. If you do not receive an email then registration is at the normal time of 9am.

### **Early Closing for Snow and Severe Weather Dismissals**

If the school needs to close early due to deteriorating weather conditions, then an email will be sent to parents. The following procedures will operate:

- Children will remain in classrooms and be supervised by staff maintaining safe ratio.
- Parents and carers will collect children from the front door.