



Name of Policy:

Snow Plan /Adverse Weather Policy

VERSION PARENTS/CARERS

Reviewed Edition	2026
Next Review	2027
Role responsible for updating policy	Head Teacher



Section 1: Aim of the plan

Every winter brings the possibility of snow and ice and can cause widespread and prolonged disruption. The school aims to remain open in the event of snow; however, there are certain factors that may lead to the school closing:

- There are not enough members of staff to be able to provide satisfactory education
- The severity of the weather conditions is on such a major scale that it is unlikely that many staff or pupils will be able to physically make it into school
- The school are unable to provide lunch for the children
- The school grounds are not sufficiently safe for children, parents and staff
- The school has insufficient heating, lighting and hot water across the site
- External agencies, e.g. police, local government, motoring organisations, etc. are advising against school travel in our region

If, for the reasons outlined above, the safest judgment is to close the school, a 'Snow Closure Day' will be declared.

Section 2: School Closure due to weather conditions

The decision to close the school for a "Snow Closure Day" will be taken by the Head Teacher and Premises Manager after discussion with Wallace Fields Infant School. If this decision is made over-night then it will be taken by 7:05am at the latest.

2.1 Communication to parents/carers

The decision to close for a "Snow Day" will be communicated to parents/carers by the following:

- Twitter
- School website banner
- Email

This communication will clearly identify when the school will be closed and, if during the school day, when children need to be collected.

It is important however, for parents to regularly check the above communication channels for updates. Please do not call the School Office for updates.

2.2 Children in school unable to be collected at the agreed time

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 be looked after, until they can be collected.**

Anyone struggling to collect their child by closure time or has to collect their child earlier due to poor road conditions, transport arrangements, etc, should contact the school to inform us of the likely collection time. If collecting your child at a different time to the rest of the class then your child must sign out on our InVentry system.

2.3 How to communicate with the school during closure

During a school closure our phones will be unavailable. Please contact the school through their office email address office1@wallacefields-jun.surrey.sch.uk which will be manned during normal school office hours weekdays remotely from 8.30am to 4.30pm.

2.4 School work during closure

We will set three hours of learning activities which will be open ended investigations and will not require marking.

Section 3: Restricted Opening due to Weather Conditions

If the Head Teacher and Premises Manager make a decision not to close the school then the school times will be as normal unless informed by the School Office. After-school clubs will go on as normal unless informed by the School Office or the club leader.

For the safety of pupils and staff the Head Teacher may decide to alter the opening and closing times – see Section 2 on school closure.

Parents should regularly check their email, school website and Twitter for updates.

3.1 Pupil absence or delays caused by bad weather

In this scenario we appreciate that weather conditions may prevent some pupils from attending.

If you decide not to travel because of the road conditions, please inform us by 9.00am so that we know the children are safe. This can be done via email to office@wallacefields-jun.surrey.sch.uk or the school absence line (0208) 3943532.

If you are planning to come into school, but may be late, please also let the office know on the school phone line (0208)3930350 so we can make suitable provision for lunch and allocate children to classes, which may not be the usual groupings.

3.2 Pupils safety during restricted opening

Our pupils health and safety is of utmost importance during periods of extreme weather

Parents are asked to exercise extreme caution when dropping off or collecting children by car. Please avoid driving if at all possible as roads may be congested and icy. Please leave extra time to ensure your child arrives at school in time.

Pupils should wear their school uniform but appropriate clothing for their journey to and from school such as boots, waterproof trousers, warm coats, hats and gloves. They should bring a change of footwear for use in school.

Salting around the paths for access to the school will commence at 7:30 each day, as necessary and during the school day if required.

On such days, children's access to the playground may be restricted.

3.5 School work during absence due to weather conditions

If this is short term (1 day) then no work will be set. Children should be encouraged to read, go on to Mathletics, Spelling Shed and Times Table Rockstars. If longer absence than a "Get Going Pack" will be set.

