



SNOW PLAN

Aim of the plan

This plan covers the contingencies made for a heavy snowfall or adverse weather conditions, which may result in enforced school closure or restricted opening.

This plan aims to prevent:

- **The stranding of pupils and staff**
- **Unnecessary risks travelling to and from school through good communication**
- **Excessive impact on children's education by alternative means of support**
- **Accidents in the school through comprehensive risk assessments and method statements**

It is our intention that the school will be open on all school days even when poor road conditions exist. However, in the event of a heavy snowfall or very adverse weather, we cannot guarantee that staff (and children) will be able to attend school and a decision to close or restrict opening could be made.

If the school is closed, a member of staff will update the website immediately. Thereafter, the school will be closed to children. Should it not be possible for a member of the staff administration team to be in school we will ensure that the school email address is checked and responded to where possible: office1@wallacefields-jun.surrey.sch.uk

If there is an enforced school closure, we cannot look after children. However, if the closure occurs during the school day then those already delivered to school will be looked after until they can be collected.

Decision

If the weather conditions are severe enough to force closure or restricted opening, this decision will be communicated by the following means:

- **School website – large banner on home page**
- **Parent mail**
- **Twitter**

The decision to close the school will be taken by the head teacher and premises manager and by 7:05am at the latest

Restricted Opening

Where school is open though some staff are unable to attend or where weather conditions prevent pupils from attending:

Parents are asked to exercise extreme caution when dropping off or collecting children by car. We will relax our normal high expectations of punctuality and it is unlikely a child will receive a late mark. At the end of the day, the children should be collected as usual but there will be no after school clubs or staff meetings.

On such days, children's access to the playground may be restricted, parents are reminded to ensure their children have warm appropriate clothing and suitable footwear in case their journey is disrupted or they are stranded. For more information on winter safety please click on link below.

[ROSPA WINTER SAFETY](#)

As above, 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 ask parents to use the means of communications outlined above instead.

Communication

Will I be contacted in the event of snow or adverse weather closure?

Yes, an email will go out to all parents. The snow closure will be on the website and school Twitter account. However, the school will not contact parents individually.

Do I need to contact school?

Not if school has decided to close.

If school is open – yes. If you decide not to travel because of the road conditions, please let us know so that we know the children are safe. This can be done via email to office1@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.

Should I travel to school or not?

Always check the website and parent mail. Parents and staff have to decide whether it is safe for them to make the journey to school. Where possible, the school will try to ensure that there is someone at the school to greet the pupils but if you arrive at the school and no member of staff is present; **your children remain your responsibility and should not be left unattended at the school gates.**

Will there be after school clubs if school decides to close during the day?

Most clubs will be cancelled and children will need to be collected. The club leader will contact the parents of each member directly. Please keep the office informed if you are delayed on your way to collect the children. As always pupils will be looked after until you arrive.

When should I collect my child?

If the weather conditions deteriorate during a school day, the school may take the decision to close early. In this instance the school will notify parents of the earlier school closure time via the above means of communication. Children remaining after this time will be kept safe within the school until a parent/carer is able to collect them.

How will school closure affect my child's learning?

On days when the school has restricted staffing due to snow or adverse weather, children may be taught by someone other than their usual teachers or in their usual classes. However, we ensure that we have an educationally valid day which will include English and Maths at an appropriate level. If there is prolonged closure of the school, staff will switch to remote learning (as provided during pandemic lockdowns).

If school is closed for one day then children know how to access their 'Get Going Pack' and online learning platforms such as Spelling Shed and Times Table Rock Stars at home. If the conditions prevent the opening of school for a second day then remote learning will begin on day two and every successive weekday until school reopens.

Remote learning is not provided during half term, school breaks or Bank Holidays. Children with EHCPs will be contacted directly regarding remote provision and tasks will be set out and supported by the school remotely.

Stranded in School

Support if stranded in school: A member of staff will be in school until all children have been collected. Collection will be from the main front gates at a given time or from the main office if later than the agreed time.

HEAT– as the system is gas-fired, this should not be affected. In the event of a breakdown and the necessity to close the school, communication will be through the means outlined above.

SNOW CLEARANCE AND SALTING – we will clear the site to allow safe access and egress. Salting around the paths for access and egress to the school will commence at 7:30 each day as necessary and during the school day if required.

ACCESS AND EGRESS – please ensure children access the school via the salted and cleared paths only.

OPENING TIMES – Opening times for the gates will remain the same and closure will be extended to 9:00am for the rear gate and 9:30am for front gate. If you arrive later than 9:30am, you will be required to take your children to the main school office.