



## **St. David's School**

### **Snow Policy**

In the event of disruption caused by heavy snow the primary concern of the school must always be the safety of the pupils and staff. In the event of heavy snowfall, parents are asked to observe the following procedures.

#### **Communication**

The school will post updates on the school website informing parents of the situation. In particular parents will be advised as to whether or not the school is open to operate a normal timetable, depending on the number of staff and pupils available.

In the event of severe weather, a decision to close the school for day pupils will be made at 7.30 am and a bulletin will be placed on the homepage of the school's website.

In extreme weather when school is functioning, parents may be contacted and asked to collect their children as soon as possible via the school text messaging service.

#### **Pupils**

Whilst the school will endeavour to put all procedures in place to ensure the school remains open, the decision as to whether or not to send a pupil to school is at the discretion of parents, taking into account factors such as local road conditions and the availability of child-care. Whilst at school the staff will take every precaution to keep the children safe. The children will only go out to play if they have wellingtons, coats, gloves and appropriate clothing.

#### **Roads**

As the school is situated on a minor road, the local authority does not send snow ploughs or gritting lorries.

#### **Site Safety**

When ice or snow hamper movement around the school, the Service Manager will ensure that all paths and steps around the school are gritted or cleared of snow as soon as is practicable in order to minimise the risk of injury to staff, pupils and parents.

#### **Drop-off**

In the event of heavy snow, entry and exit points to the school will be cleared as efficiently as possible. School traffic can be heavy during peak times so parents are asked to move their car on from the drop-off point as soon as possible. Teachers will endeavour to be outside the front to help children in from cars as quickly as possible.

## **Opening hours**

Once the school is open, it will remain open until the end of the normal school day at 3.45 pm, unless otherwise indicated. In the event of extreme weather during the day, if pupils are collected early, normal lessons may be curtailed and the remaining pupils sent to their form rooms to await further instructions.

If school remains partially open, children will be asked to bring a packed lunch after day 1.

## **Staff**

Staff are asked to make every effort to get to school although, again in severe conditions, they must make a judgement about the safety of travelling. Staff travelling from the same area are advised to share transport. In the event of having to operate with a small number of staff, the SMT will organise a programme of events on a daily basis.

Policy written by T Hartfield Sept 2011  
Policy to be reviewed: Oct 2012