



## **SNOW POLICY Reviewed Autumn 2017**

We recognise that heavy snowfall can cause significant problems for staff and families attempting to come into school. Disruption to transport services may prevent many members of staff and children from coming in to school at all. Ice and snow may cause hazardous conditions to road users and to those on foot. This impacts on the number of people who are able to safely come into school on 'snow days' and, therefore, we may need to take a decision before the school day begins about whether the school should be open or closed until further notice.

### **Our Decision**

- The duty of care to our children and staff will always be at the forefront of any decision to either keep the school open in adverse weather or to affect a closure.
- We will always aim to keep the school open if possible, as we recognise the inconvenience of disruption to the normal school week. However, a normal school timetable may not be possible if we are running on a skeleton staff. Risk assessments will always be carried out.
- We will make a decision as soon as is practicable, but it is possible that a final decision will not be taken until the morning when enough information is available.
- On days where adverse weather is forecast, the decision may be made the night before to delay the start of the school day until 9.30 am to allow time to assess the situation in the morning.
- Our decision will be based on the information that we are in possession of at the time the decision is made.

### **Factors that will affect our decision**

- Whether there are enough members of staff able to travel safely to and from school in order to be able to provide satisfactory care for our children.
- Whether the severity of the weather conditions is on such a major scale that it is unlikely that many people will be able, physically, to make it into school.
- Whether conditions are expected to worsen or improve during the course of the day.
- Whether the school can provide lunch for the children.
- Whether the school grounds are sufficiently safe for children, parents and staff.
- Whether the school has sufficient heating.
- Whether the school has lighting and hot water across the site.
- Whether external agencies, e.g. police, local government, motoring organisations, etc, are advising against travel in our region.

## **Advice from West Byfleet Infant And Junior School**

We advise parents not to set off for school without first confirming that the school will be open. Please ensure you have contingency plans in place for your child if school should close either at the beginning of the school day or during the school day.

### **If The School is Open During Snowy Weather (a 'Snow Day')**

- 1 Before bringing children in to school, parents are asked to ensure they have arrangements in place to collect the children from school early, if the need arises.
- 2 Parents should ensure that the school has contact details on which they can be reached throughout the day. Most information will be relayed by text message where possible.
- 3 Please make sure children are dressed appropriately for very cold weather. Mufti clothes are permitted.

### **If heavy snow falls during the day when the school is open:**

1. If heavy snow falls when the children are already at the school and disruption is foreseeable, then parents should set off from their place of work or from home in plenty of time to ensure that they arrive at the school before the school closes.
2. It may be that parents are asked to pick children up early due to either problems with heating, or the need to close the school part way through the day to allow children and staff to get home safely before the weather deteriorates, please be alert for messages throughout the day.

### **Snow Policy - FAQs**

#### **Will parents be contacted in the event of snow?**

Our website [www.west-byfleet-infant.surrey.sch.uk](http://www.west-byfleet-infant.surrey.sch.uk) and [west-byfleet-junior.surrey.sch.uk](http://west-byfleet-junior.surrey.sch.uk) should be consulted regularly. Additionally, Surrey County Council's website publishes up to date information on school closures and this can be accessed at [www.surreycc.gov.uk/education](http://www.surreycc.gov.uk/education). We will also endeavour to text message parents to ensure a clear message is sent. Please, however, be aware that occasionally in bad weather, text messages can be delayed. A message will also be left on the school answerphone after 8.00am. This document (Snow Policy) can be found on the school website and gives clear instructions for snow days. We will aim to contact the local radio station (96.4 The Eagle) who broadcast information about school closures in the locality.

**Do I need to contact the school?**

There is no need to contact the school regarding your decision to travel or not; this will help avoid blocked phone lines.

**To travel to school or not?**

Parents have to decide whether it is safe and desirable for them to make the journey into school. Please be mindful of local advice from the police and motoring organizations.

**Does it matter what time we arrive at school?**

No. On 'Snow Days' school may open later at 9.30 am and we will expect children to arrive throughout the morning. However, it is important that children sign in and register at the front office if they arrive later than 9:30am.

**When should I collect my child?**

School will close at the usual time, but should the decision be made to close earlier, parents will be notified in the usual way (e.g. by text or phone call)

**Will there be before/after school activities?**

There will be no after school activities from external providers but Early Birds ,Wingbats, Rise and Shine & Discovery may be able to operate with shortened sessions. Text updates will be sent to parents regarding these.