



Snow Procedure

*In the event of disruption caused by **heavy** snow, the prime concern of the school will always be the safety of the pupils and staff.*

The school aims to remain open in the event of snow. There are, however, certain factors which may lead to the school closing. These factors are as follows:

- there are not enough members of staff to provide satisfactory care;
- 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;
- if the school can provide lunch for the children;
- the school grounds are sufficiently safe for children, parents and staff;
- the school has sufficient heating;
- the school has 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

In the extremely unlikely event the school is to be closed, we will declare this a **'Snow Day'** and we will send a text and/or email as soon as possible and normally by 8.00 am on the day. When the school is open, we will remain open until the end of the normal school day. However, if during the school day weather conditions deteriorate a decision will be made by 2.00 pm whether to offer parents the opportunity to collect children at 3.00 pm from the KS1 and KS2 halls. This information will be communicated to parents via a text message.

If, for the reasons outlined above, the safest or most expedient judgement is to close the school a **'Closure Day'** will be declared and a text message and/or emails will be sent as soon as possible and normally by 8.00 am on the day. The information will also be on the emergency school closures page on the council's website (<http://www.essex.gov.uk/Education-Schools/Schools/Dates/Pages/Emergency-School-Closures.aspx>).

This document (Snow Procedure) can be found on the school website and gives clear instructions for snow days. **On a 'Snow Day'**

- a text message and/or email will be sent to inform parents as to whether the school will be closed
 - the school must still be notified, via the absence line, if your child is not attending school
 - if arriving late please report and register at the main office
 - if heavy snow arrives during the school day we may declare a **'Snow Day'** and this would be communicated via a text message and/or an email
 - parents are able to collect their child(ren) at 3.00 pm - Reception, Year 1 and Year 2 from the Small Hall entrance and Years 3 to 6 from the Main Hall entrance. Anyone struggling to collect their child at 3.00 pm, due to poor road conditions, transport arrangements, etc, should contact the school to inform us of the likely collection time
 - parents will be informed by text if an activity is cancelled
 - if you should be delayed in collecting your child, please ring the school office to keep us informed.
- As always, we will look after the child(ren) until you arrive