

## St Theresa's School Snow Policy

As St Theresa's is on a main road it is unusual for the school to be closed for very long, if at all. However, the Head Teacher (HT) must be mindful of the Health and Safety of the pupils and staff travelling to and from school. S/he must balance the need for school to remain open with the ability of pupils/staff to be able to travel to and from home/school safely and in good time. This is particularly relevant for some staff that travel great distances to come to work.

### **The procedure when it snows heavily and school is to be closed or partially closed is as follows:**

1. Parents/carers will be **notified by TEXT** as early as possible by the Head Teacher; if this is in the morning then s/he will aim to do this at approximately 7.30am.
2. The HT will also put a notification on the school website to say that school is closed when s/he has confirmed this by text
3. The HT will inform BBC Radio Leeds who will broadcast our school's details alongside all the other schools in Leeds that are to be affected by the adverse weather conditions
4. Radio Leeds (and LCC) will publish school closures on their website... this is notoriously slow though!
5. If we are in school on snowy days it is very likely that we will have a delayed start to the day and also leave school early and in stages\*. This again will be transmitted by text.
  - a. There may be a delayed opening time i.e. 10.00 for staff; 10.30 for pupils
  - b. It is likely that we will decant the school in stages as follows:
    - i. 2.30: EYFS and Nursery (plus older siblings)
    - ii. 2.45: Years 1 and 2 (plus older siblings)
    - iii. 3.00: Years 3 and 4 (plus older siblings)
    - iv. 3.15: Years 5 and 6
6. If for some reason you are delayed and cannot collect your child from school (i.e. you are stuck in heavy traffic) staff will remain at school with your child until someone can collect them... there are enough members of staff who can walk home from school to facilitate this arrangement. Please make every effort to collect your child quickly and on time though as this can be very distressing for them if everyone else has gone!
7. ALL school car parks will be closed to parents if it snows heavily. The suggestion is that parents walk to school if possible and park and stride if it is too far to walk.
8. If school is closed then attendance is not affected. However, if school is open and there is not a VERY good reason why a pupil is not in school then they will be recorded as unauthorised; this is at the discretion of the HT.

**IT IS ABSOLUTELY VITAL THAT WE HAVE YOUR UP TO DATE MOBILE NUMBERS ON OUR SYSTEM. PLEASE CAN ENSURE THAT YOU INFORM SCHOOL OF ANY CHANGES TO YOUR CONTACT DETAILS? THANK YOU.**

We will do our very best to keep the school open but you have to realise that the health, safety and well-being of pupils, parents and staff is of paramount importance here and many staff have a long way to travel to get to school.

Thank you for your cooperation in this matter.

John Hutchinson  
Head, January 2015.

\*Times may vary but they will be on the website and will also be transmitted by text.