



St John with St Michael CE Primary School



Moss Side Street,
Shawforth,
Rochdale, Lancs.,
OL12 8EP

Tel / Fax. (01706) 852614
Headteacher: Mrs Kate Garner
head@sjsm.lancs.sch.uk

SNOW POLICY

This policy is designed to help the school staff manage severe weather conditions safely when school is open. The school has a duty of care to provide safe access.

In the event of disruption caused by heavy snow the prime concern of the school must always be the safety of the pupils and staff. If heavy snow falls overnight and continues into the following day, parents are asked to observe the following procedures:

- The school will remain open at all times if it is deemed that there is adequate Staff in school to supervise and teach the children and that the grounds of the school are safe to enter. If the adverse weather conditions continue throughout the morning and we feel that this will have implications for the children returning home safely, then we may review the situation to close early. Closure in this case will only be after 1.15pm and parents will be informed by the teachers2parents text messaging service. There will always be at least 2 members of staff in school after this time until 3.30pm.
- Parents are asked to make every effort to get their children to school.
- Members of 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.
- **Parent's first point of call to see whether the school is closed, due to adverse weather conditions, will be to look at Lancashire County Council's School Closure website. This will inform you if the school is closed. If our school is not on the list of school closures at LCC, we remain open as usual.**
- The school will inform parents of any school closures by making contact with Lancashire County Council. School closure information will then be posted on the Lancashire County Council website- address is below:
www3.lancashire.gov.uk/education/school_closures/
- Where possible and practical (if the Bursar or HT has internet connection and a device to send a text), an automated text message will be generated by the school to provide

an update. It will be the Headteacher/ Bursar who will text all parents/guardians before 7.30am only if the school is **closed**. If you do not receive a text message before 7.30am the school will remain open.

- Please avoid calling the school office for information as staff may not be in school before 8am. If you follow the procedures above then this will inform you of the school closure if it happens.
- You can also look at the school website for updates.
- When ice or snow hamper movement around the School, in order to minimise the risk of injury to staff, pupils and parents, the caretaker will ensure that all paths and steps around the school site are gritted or cleared of snow as soon as is possible.
- Prior to pupils being allowed to play outside in the grounds they will be warned by their teachers not to throw snowballs near windows, not to make slides on footpaths and to take extra care when playing in the snow. Pupils will only play outside under the supervision of an authorised member of staff. It is important that children wear suitable clothing for snow e.g waterproofs, wellington boots, walking boots. Please ensure your child has spare socks and a PE kit in school, just in case they need to change out of wet clothing.

Procedures

Morning - Site Supervisor

1. On arrival at school open main entrance, then ensure boiler is working.
2. Open up internal rooms and check heat is coming through.
3. Carry out usual safety checks.
4. Open main pedestrian gate and clear, grit walk ways up to main entrance and footpath to the school main entrance.
5. Finish unlocking building.
6. Before leaving at end of morning shift, check condition of playground and report to Headteacher (or in case of HT absence, Deputy Headteacher/ SLT team) regarding safety for children playing out.

Morning - Headteacher/SLT/Office Staff

1. The Headteacher will make a decision if school is to close by 7:30am and if so, inform the Chair of Governors.
2. The HT will inform LCC of schools closures and this will be placed on the Lancashire County Council Website. Parents need to access this via the internet.

3. The School Business/Office Staff/ HT will send a message via teachers2parents. The School website will put a message on the 'Important message screen' **only if the school is closed.**
4. Parents should be warned to ensure that they and their children should stay on the footpaths for their own safety.

Once the school is open, we will aim to remain open until the end of the normal school day at 3.30pm. There will be no 'After school clubs' on the day if we remain open with snow. In the event of extreme weather during the day, parents may be given the option of collecting their child earlier. Parents must call into the school office to sign children out. Unless parents give specific permission that their children may make their own way home, children will continue to be looked after at school.

If at all possible, parents are advised that it is better to avoid bringing vehicles onto the road at the side of school as this road can become treacherous in snowy conditions. Children should not bring cycles or scooters to school to help reduce risks for themselves and others.

The emergency plan for severe weather conditions is available to all staff in the induction handbook.

Member of staff responsible: Mrs K Garner

Date policy written: March 2018

Date to be reviewed: September 2019