

Woodbury Church of England Primary School



School Snow Policy and Procedures

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 decision as to whether or not to send a pupil to school must be at the discretion of the parents, taking into account factors such as local road conditions and the availability of child-care.

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.

The school will post updates on the website to provide information 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 having to operate with a small number of staff, the Senior Management Team will organise a programme of events on a daily basis.

Where possible and practicable, an automated phone message will be generated by the school to provide an update.

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 practicable.

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.

Appendix 1

Snow Policy and Procedures - Information for Parents.

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 decision as to whether or not to send a pupil to school, however, must be at the discretion of the parents, taking into account factors such as local road conditions and the availability of child-care.

The decision to close the school will take account of the safety of all our pupils and staff, some of whom travel a great distance to school each day.

The Head Teacher will contact Radio Devon and Heart FM Radio to ask them to broadcast the information.

Information will also be placed on the homepage of the school's website, which we ask parents to check for updates (www.woodbury.devon.sch.uk)

Where possible and practicable, an automated phone message will be available (01395 232614) to provide an update.

Once the school is open, we will aim to remain open until the end of the normal school day at 3.15pm. In the event of extreme weather during the day resulting in some pupils being collected early, normal lessons may be curtailed and the remaining pupils assembled in groups under the supervision of authorised members of staff to await further instructions.

Unless parents give specific permission that their children may make their own way home, children will continue to be looked after at school.

Under these circumstances, and if parents are concerned, they are welcome to collect their children early. As telephone lines can become extremely busy at such times, parents must call into the school Reception to sign children out.

If at all possible, parents are advised that it is better to avoid bringing vehicles into Castle Lane, as the road can become treacherous in snowy conditions.

Children should not bring cycles or scooters to school to help reduce risks for themselves and others.

To provide parents with information during the day, updated information will be placed on the website.

Appendix 2

Snow Policy and Procedures - Information for Teaching and Support Staff

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.

Due to most of our pupils living within short walking distance of the school it is expected that all staff will make every reasonable effort to undertake the journey to school. It is appreciated that the journey may take longer than normal and therefore some staff may not be able to arrive before the normal start of school time.

In the event of severe weather, a decision to close the school will be made by 7.30am. The Head Teacher will contact Radio Devon and Heart FM Radio to ask them to broadcast the information.

Information will also be placed on the homepage of the school's website, which we would ask staff as well as parents to check (www.woodbury.devon.sch.uk)

On arrival teaching staff should report to the Head Teacher or other most senior member of staff as appropriate.

In the event of the normal timetable being suspended, a programme of activities will be organised for pupils who arrive at school. Teaching staff will be delegated to supervise these activities.

Once the school is open, we will aim to remain open until the end of the normal school day at 3.15pm. In the event of extreme weather during the day resulting in some pupils being collected early, normal lessons may be suspended and remaining pupils will stay in their classrooms to await further instructions.

As always during snowy conditions, staff members are asked to be careful when driving to school, especially when approaching the school site in Castle Lane.