



## SNOW PLAN-UPDATED DECEMBER 2018

### Aim

At Alt Academy, we aim to ensure that all staff and pupils are safe at all times. This plan outlines the contingencies made in the event of a heavy snowfall which may result in **enforced school closure** or **restricted opening**.

This plan aims to prevent:

- The stranding of pupils and staff
- Unnecessary risks travelling to and from school
- Excessive impact on children's education
- Accidents in the school through good risk assessment

### Policy

It is policy that school will open on all normal school days even when some poor road conditions exist. However, in the event of a heavy snowfall, we cannot guarantee that staff will be able to attend school and a decision to close or restrict school opening may have to be made.

Staff will make all reasonable attempts to attend work in the event of snowfall including the consideration of public transport. However, we do not wish for any member of staff to put themselves at risk. If a member of staff is unable to attend work they should inform their line manager by 6.30 please.

The school leadership and Office Manager will gather all available information including the condition of the school site and surrounding roads and all implications for Health and Safety. The site manager will give the Executive Principal as much information as possible to inform the decision.

### Decision – If there is heavy snowfall prior to the opening of the school

The decision to close the school will be taken by the Executive Principal and will be taken by **7.00am** at the latest.

If the weather conditions are severe enough to force closure or restricted opening, this decision will be communicated by the following means:

- Parents and teachers text service

School website ([www.alt.theharmonytrust.org](http://www.alt.theharmonytrust.org)) C Cooper will update

Oldham council snow line will be informed

If the school is closed, a member of staff (where possible) will be available at school to ensure that messages and communication are maintained for the first few hours of closure. Thereafter, the school will be empty.

If there is an enforced school closure, we cannot look after children. However, those already delivered to school prior to a decision being made will of course be looked after until they can be collected.

**Restricted opening – where school is open but some staff may be unable to attend or where weather conditions may prevent some pupils from attending:**



Parents are asked to exercise extreme caution when dropping off or collecting children. At the end of the day, the children should be collected as usual but there will not be any after-school clubs or staff meetings. Parents will be allowed to collect their children early if the conditions require this. It will be communicated to parents via the text message service.

Parents are reminded to ensure their children have warm clothes and suitable footwear in case their journey is disrupted or they are stranded.

### **Decision – If there is heavy snow fall during the school day**

We aim to avoid staff and pupils becoming stranded in the school due to snow and treacherous weather conditions. In snowy weather there will be close monitoring of weather conditions and consideration of the met office forecast. If heavy snow is expected whilst school is in session, a decision will be taken as to whether staff and pupils need to go home earlier than the official end of the school day. If the decision is made, a text message and telephone calls will be made to parents so they collect their children as soon as possible. Pupils will only be released prior to the end of the school day **if they are collected by parents**. Whilst maintaining suitable ratios for safety, staff living furthest from school and in the most inaccessible locations will be permitted to leave first. A senior member of staff will remain on site until all pupils have been collected.

## **School procedures in the event of snow. Information for parents/carers**

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

*A text message will be sent out at about 7.15am to let you know if school is open.* Parents are reminded to ensure that school has an up to date mobile number, and to keep their phones switched on. ***If you do not hear anything, please assume school is open.***

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

If you decide not to travel because of the road conditions, please let us know so that we know the children are safe. Otherwise, you do not need to contact school.

### **Should I travel to school or not?**

Parents and staff should make the decision as to whether it is safe for them to make the journey to school.

### **Will there be after-school clubs?**

No. Please keep the office informed if you are delayed on your way to collect the children and are stranded. As always, we will look after the pupils until you get here.

### **When should I collect my child?**

Please collect your children at the normal time, unless you receive a school request to collect early due to school closure.

### **Impact on education**



On days when the school has restricted opening, children may not be taught by their usual teachers or in their usual classes, as we may not have our full quota of staff. However, we will ensure that we have an educationally valid day which will include English and Maths at an appropriate level.

### **Support if stranded in school**

A member of staff will stay in school until all children have been collected.

### **Internal safety measures/checks**

Fire escapes and routes – will be cleared and salted as a priority. Salting of the paths in the school grounds will be done first thing each morning as necessary and during the day if conditions require.