

SNOW POLICY

ST ANN'S SCHOOL



SNOW AND OPENING OF SCHOOL POLICY

ST ANN'S SCHOOL

Please note that in this policy the terms 'school closure' and 'school is closed' refer to the school being closed to both students and staff (except for key staff)

In the event of overnight snowfall i.e. the first day of snow:

1. The on site Caretaker as a key member of staff will open the main building as usual and will have the school mobile phone on.
2. The Headteacher will make a decision as to whether school is open to students and staff by 7am
3. The Headteacher will telephone the Caretaker at 7.05am and advise him as to the message to be put on the answer phone **i.e. whether school is open or closed**. The message will therefore be available from 7.15am
4. The Headteacher will ring and email Ealing Transport department at 7.10am to inform them as to whether school is open or closed.
5. School will use the School Comms system to text/email all staff, families and the Ealing Transport Service to advise them as to whether school is open or closed as soon as possible.
6. The Headteacher will also ensure that a message is put on to the school web site by 7.30am
7. The School Business Manager will ring the Senior SMSA (from home) to ensure that breakfast club staff are aware that school is closed.
8. The Administrator will ring the school meal providers Harrisons (from home) to inform them that school is closed.
9. Staff and families have been informed to check the message from School Comms and/or the school answer phone and/or on the web site from 7.15am onwards. This information will advise families and staff as to whether or not school is open.
10. **If school is closed because of adverse weather and travel conditions, where possible all staff are expected to work on school related tasks at home.**
11. As long as health and safety is not compromised **key staff** in addition to the caretaker i.e. the Headteacher, the Deputy Headteacher and possibly office staff will attempt to get into school for a few hours in the morning. This is important

so that we can communicate with families, staff and other professionals, empty messages from and reinstate the answer phone memory.

12. On the first day of closure due to snow some **other key staff** e.g. **Education Social Worker and Therapists** may choose to come into work. However they must ring the Headteacher at home to advise her of this and to check that she is able to get into school. No key staff (apart from the caretaker) can be on the premises during a school closure due to adverse weather unless the Headteacher or Deputy/Assistant Headteacher is present.
13. It is essential that all key staff sign into the signing in sheet and therapists sign in their log book when on site on a day when school is closed due to adverse weather conditions. Staff should also inform the Headteacher as to where about in the building they will be working.
14. All key staff will be required to leave the building before or at the same time as the Headteacher. This will be particularly important if the weather further deteriorates.
15. The Caretaker will remain on duty throughout the day or as long as the Headteacher is on site, carrying out routine indoor maintenance and handyman tasks as appropriate.
16. The Caretaker will lock the building once all staff have left the building.
17. The Caretaker will check that the Cleaners are aware of the school closure so that they do not come in at the end of the school day.
18. The Headteacher will make a decision between 3pm and 5pm as to whether school will open on the following day and place a message on the school answer phone and the web site. The SCHOOL COMMS system will be used to pass the same information by text and email to families of the students and the staff.

In the event of continuing adverse weather

19. If school is closed (to both staff and students) for a second day due to adverse weather and travel conditions any key staff who are intending to work at school must discuss this with GC before travelling into school. Refer to (11)
20. School is considered to be **open** if staff have been told to come into school even if students are not coming in and normal premises opening procedures will apply. In these circumstances staff should use the signing in sheet as usual.
21. Unless instructed otherwise SMSA staff should only come into school if students are on site.
22. It is the responsibility of individual staff to check school opening arrangements via School Comms, the school answer phone or web site on a daily basis during periods of adverse weather conditions.

**Gillian Carver
Headteacher**

Last Reviewed 20.01.2016

Next Review : January 2018