

## SNOW PROTOCOL

In the event of heavy snow or other adverse weather conditions St Finbar's Catholic Primary School will always endeavour to open and to stay open.

The school must consider the health and safety of all pupils and staff before making a decision. The school must attempt to ensure that sufficient staff can travel in to school safely and return home safely at the end of the day. The school is aware that closure and particularly closure during the day presents real difficulties for many families/ staff members.

### Forecast weather

The Headteacher will be in contact with the site manager. If snow is forecast, a member of the Leadership Team will aim to arrive on site for 7.15 am. They will look at the conditions on site and consider; how much snow has already fallen and is it still snowing.

The decision to open or close is then made by the Headteacher taking into account:

- The current conditions of the approach roads and school premises (car parks/ paths)
- Whether there is the likelihood that enough staff will be able to reach school to provide adequate supervision
- The likelihood of conditions becoming worse during the day, causing problems for students and staff getting home

There is a determination to make a decision of closure prior to 7.30 am and before most stakeholders attempt to travel to school.

Each day is treated separately and the decision is made daily on the basis of the safety of students and staff in relation to the weather conditions.

Should the decision to close be made all staff members will be informed by text message; thereby ensuring the quickest notification possible. **It is therefore the responsibility of each staff member to ensure that J Conley has a current mobile number.**

### Worsening conditions during the day

Sometimes, during the course of the school day, conditions around the school can deteriorate quickly and we have to make a decision to close in order to allow students and staff members to get home safely and in good time.

We realise that some parents will be inconvenienced by a decision to close the school in these circumstances but we endeavour to make that decision based on the best possible information available at the time and with the welfare of students and staff taking priority.

Where practicable, senior members of staff may be needed to remain on site with children until they have all been collected.

### Parents/ Carers

To minimise the uncertainty caused by bad weather and snow, we are offering the following advice for parents/carers:

- An update on the homepage of the school website and Twitter account by 7.30 am
- Information on local radio stations (and associated websites); Radio City, Radio Merseyside and Magic
- To contact school no earlier than 8:00am to inform us that a child will not be attending

**We will not use pupil word-of-mouth. Any contact will be to parents from the School Office.**

## Staff

- There is an expectation that all staff can make it into school despite most poor weather and snow conditions; and contractually we are all obliged to make every reasonable effort to attend.
- Staff living in remote locations, or living a significant distance from school, are expected to make arrangements whereby the journey to school is, without taking excess risk, achievable.
- The school reserves the right to withhold pay or take disciplinary action if no reasonable attempt is made to get into work during moderate/ heavy snow conditions and/or school has not been notified of absence.
- If school is open and you cannot get in at first please watch the conditions and aim to get in later on, once things have eased. Phone school to let us know you are on your way.
- If there is a possibility of adverse weather please ensure that you leave work on your desk before you leave the previous evening; pre-empting the possibility of you not being able to get in the next day.
- If school can open staff must be prepared to be deployed in classes other than their normal class in the event that we are 'under-staffed' in some teams. Pupils may also be 're-grouped' for learning.
- Unless directed otherwise, staff are expected to report into school, whilst being mindful of their own safety. Therefore, during periods of prolonged snowfalls and poor weather spanning several days, the school will attempt to start later, rather than close. Once again, text messages and the school website will alert staff/ parents to the situation.