



Bishop Bridgeman Church of England Primary School

Severe Weather Plan

Please make sure you keep a copy of these procedures.

The local Authority has had notification from the met office to say that we have been predicted heavy snow over the next few weeks, similar to weather in January. Please make sure you keep a copy of these procedures.

Actions to be taken before snow:

- Mrs Sutcliffe to ensure that we have enough rock salt stored in a dry place with snow equipment, and the senior leadership team know where it is located.
- Mrs Sutcliffe to regularly check heating.
- Mrs Pilling/Mrs Hafeji to send information out to parents explaining snow procedures and remind parents to check school / authority website.
- Staff to ensure that all the Leadership Team has an up-to-date mobile number to be used as part of the text messaging service

Small amount of snow fall

- Mrs Sutcliffe to use rock salt on the paths in school and on the playground. This needs doing again in the afternoon before the children go home if the temperature has dropped during the day.
- Staff are to wear appropriate clothing to ensure they are safe and warm and remind pupils to do the same.
- Staff with longer distances to travel are to leave home earlier than usual if at all possible.

- Staff who arrive early on site need to be aware that some staff might be late due to snow. If this is the case, they may need to group classes together if there is not one member of staff for each class. Once the majority of teaching staff have arrived, the children will be sent back to their usual classes.

- The decision whether or not the children need to be taken into the hall will be made by the most senior member of staff on site.

Playtimes - whether play is indoor, or outdoor, a decision will be made by the most senior member of staff on site, after they have made a visual risk assessment.

Finish times - these will stay the same, unless snow falls heavily during the day. In this case, office staff will contact parents, via the text messaging service to inform them of early closure. Again, the decision about this will be made by the most senior member of staff on site.

Large amounts of snow:

- Contact Mrs Pilling or Mrs Hafeji before 7.30am if you are experiencing difficulty getting to work.
- Based on this information, the Headteacher in discussion with the LA will decide whether or not to close the school.
- Staff will be informed of this decision via text message as soon as possible

If the school is open:

The earlier procedures apply if there is a small amount of snow.

If the school is closed:

- Texts will be sent out to parents.
- The Headteacher/Acting Deputy Head will inform all agencies and individuals with regular timetabled activities of closure.
- Local staff are asked, where possible, to come to school to help inform

parents of the closure.

- Mrs Sutcliffe and any volunteers will attempt to clear the site so that we will be hopefully open the next day. The Headteacher will decide as soon as possible, again in discussion with the LA, whether or not school will open and will inform staff accordingly, and the above cycle will start again.
- If the school has sufficient staff and it is safe to open partially, then the priority will be: **KS2 classes KS1 classes EYFS.**

These priorities will remain in this order regardless of which members of staff are available in school.

The key is communication. Staff to keep in contact with the Headteacher/Acting Headteacher as to your situation as it could vary depending on where you live.

Reviewed: 1st October 2014

Next Review: October 2015