

## **Spring Hill High School Emergency Procedure in the Event of Snow**

### **Snow Policy and Procedures - Information for Parents.**

We do recognise that to close school in the event of an emergency significantly impacts on parents/carers and guardians. To minimise this impact, our aim is to notify parents/ carers and guardians of the school's decision to close at the earliest possible time. **In the event of disruption caused by heavy snow the prime concern of the school must be the safety of the students and the staff.**

#### **Significant snowfall occurring during the school day:**

Should **significant** snowfall occur during the school day the Headteacher or a designated deputy Headteacher will undertake a risk assessment using common sense approach to determine whether it is feasible for students and staff to stay in school and, if not, what subsequent risk could be raised from sending students home.

If it is **not feasible** for students to stay in school the following procedures will be followed:

- The decision will be made by the Headteacher, in consultation with the Chair of the Governing Body, to close the school.
- Deputy Headteachers of each site will be informed of the Headteacher's decision to close the school.
- Deputy Headteachers will inform parents/carers, guardians and social workers of the decision to close the school due to bad weather. Each deputy is expected to inform the parents/carers, guardians and social workers of the students that are on their sites. In the absence of a deputy, the designated site leader is expected to make contact with home. If no one is available to receive the student at home, the deputy, Headteacher maintains duty of care for the student until someone responsible is available to receive the student at home.
- Deputy Headteacher or designated site lead will also contact taxi companies to re-arrange pick up times.



- While students wait to be picked up by taxis, they are not allowed to play outside in the snow.
- Once the student leaves the site the deputy Headteacher or designated leader of the site MUST make another call or send a text message home notifying parents/carers that the student has left.

### **Significant snowfall occurring overnight :**

- If it snows heavily overnight and continues into the following day, parents are asked to observe the following procedures.
- If the decision has been made by the Headteacher, in consultation with the Governing Body, to close the school, one of the school's deputy Headteachers or assistant deputy Headteachers will communicate the school's plans to parents at the earliest possible time. This notification could be through either a phone call, a text message or an email.
- If the decision has been made by the Headteacher, in consultation with the Governing Body, to keep the school open, parents/carers and guardians of students, who live a significant distance from the school, are asked to contact the deputy of the site where their child is placed, if there is a significant risk associated with the student's journey to school, owing to bad weather in their area.

**In the event of disruption caused by heavy snow the prime concern of the school must be the safety of the students and the staff.**

**Significant snowfall occurring during the school day.**

Should **significant** snowfall occur during the school day the Headteacher or a designated deputy Headteacher will undertake a risk assessment using common sense approach to determine whether it is feasible for students and staff to stay in school and if not what subsequent risk could raise from sending students home.

If it is **not feasible** for students to stay in school the following procedures will be followed.

- The deputy Headteacher of each site will contact parents and arrange for students to end the school day early.
- The deputy Headteacher of each site will contact the different taxi companies and rearrange end of school day arrangements for an earlier pick up time.
- Teachers are to follow the set time table for the day until the student's taxi arrives. Changes to the timetable can only be made by the deputy Headteacher of the site in consultation with the Headteacher.
- Once all students have left the site, the deputy Headteacher of the site will make the decision as to when staff leaves.

**Significant snowfall procedure occurring overnight**

If heavy snow falls overnight and continues into the following day, the prime concern of the school must be the safety of the students and the staff. If it is not possible for school to continue due to the severity of the weather the Headteacher in consultation with the Governing Body will make a decision to close the school. It is important for staff to note the following procedure:-

- The headteacher's PA will put an email out to all staff informing them of the school's decision.



- The headteacher will relay this information to the Deputy Headteachers and site leaders who will send a text message to all members of staff that appears on their rota for that day.
- If staff members need clarity on the school's decision they are to contact the deputy or site leader for the site that they are to be working on that day based on the school rota.
- If a member of staff is not able to get the deputy headteacher or site leader the member of staff is to contact the headteacher. T

If the decision is that the school remains open and staff the following procedures apply:-

- Where staff members are finding it difficult to come into school they MUST contact the Headteacher by phone to inform her of the difficulty. The Headteacher is the only member of staff allowed to authorise absence on that day.
- The Headteacher's PA must call all deputies and site leaders by the end of day and update the school absence tracking document with all staff absence. Staff members' absence will be unpaid.