

General Policy Document

Document Name: Snow & Ice Policy

First Written Date: January 2019

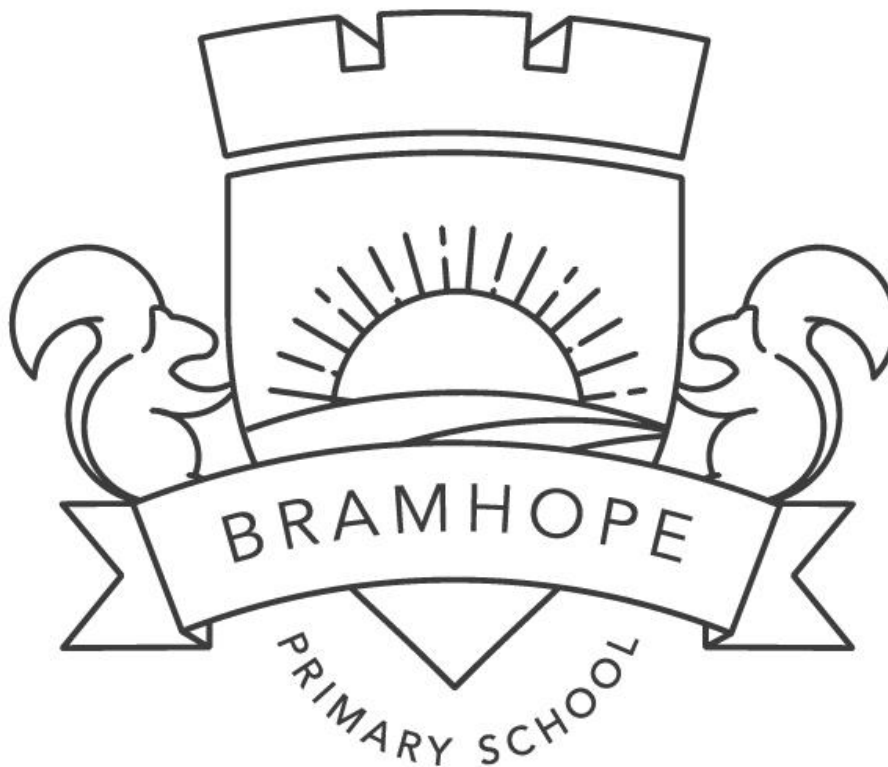
Review Date: N/A

Reviewed By: All Staff

Ratified By Full Governors Date: January 2019

Next Review Date: January 2021

Document No: GP012



Snow & Ice Policy

General Policy Document

Document Name: Snow & Ice Policy

First Written Date: January 2019

Review Date: N/A

Reviewed By: All Staff

Ratified By Full Governors Date: January 2019

Next Review Date: January 2021

Document No: GP012



Responsibility

In the event of severe weather conditions, it is the responsibility of the headteacher (or another member of the SLT) to monitor the potential health and safety risks to pupils, staff and visitors entering the site and to treat the site accordingly. The headteacher will consult with the Superintendent to decide whether the school should close or not.

Communication with staff and parents

In the event of severe weather conditions, the headteacher, in conjunction with the SLT and superintendent, will make a decision regarding possible school closure by 7:15 AM. Once a decision has been made, staff, parents and carers will receive one of 4 messages by text and email at 7:30AM:

School open message	School is open today (<i>insert date</i>) as usual. Please take additional care and use the paths across the two playgrounds which have been cleared and gritted wherever possible.
Late opening message	Due to extreme weather conditions today (<i>insert date</i>) and in order to ensure appropriate staff : parent ratio school will open today (<i>insert date</i>) at 10:00 AM. All parents should bring their child to KS2 hall on arrival Please note: Kingfisher Buddies will be open today as usual for those children who already attend and will be supervised until 10am.
School closed message	Due to extreme weather conditions, school will remain closed for the whole of today (<i>insert date</i>) We anticipate school will re-open tomorrow as usual.
Early collection message	As you are aware, extreme weather conditions are forecast today (<i>insert date</i>) from (<i>insert time of day</i>). <u>School will remain open all day.</u> If you need to collect your child before 3:15pm, please contact the school office. Please note: Kingfisher Buddies will be open as usual after school until 6pm.

General Policy Document

Document Name: Snow & Ice Policy

First Written Date: January 2019

Review Date: N/A

Reviewed By: All Staff

Ratified By Full Governors Date: January 2019

Next Review Date: January 2021

Document No: GP012



We will also post these messages on the school website. www.bramhopeprimary.co.uk.

School closure information is also available on the Leeds City Council website

<https://www.leeds.gov.uk/residents/children-families-and-carers/schools-and-learning/school-closures>.

Late arrivals and early departures

If children arrive at school late, they must be signed in at the school office in the usual way.

In the event of extreme weather conditions, it may be necessary for some parents/carers to collect their children earlier than 3:15. Please be assured that school will remain open until 3:15pm. If you need to collect your child before then, please contact the school office.

Children leaving school early must be signed out at the school office, in the usual way.

Playtime

In icy/snowy weather it is often necessary to keep the children in at playtimes, especially when the playground is icy. If it is judged safe, pupils may be taken out on to the field if they are wearing suitable wellington boots or walking boots. Please note children should have gloves and a hat.

Throwing snowballs is not permitted in any area of the school by anyone. This is to ensure the safety of pupils in school.