

## COWORTH-FLEXLANDS SCHOOL

### SNOW PLAN

#### Aim of the Plan

This plan covers the contingencies made for a heavy snow fall that may result either in '**Closure**' or restricted school opening – called a '**Snow Day**'. A closure or snow day decision could be made at any time, this plan aims to prevent:

- The stranding of pupils and staff at school, by careful decision making
- The unnecessary risks taken traveling to and from school, through good communication
- An impact on children's education, by alternate means of support
- Accidents in the school, by good risk assessment

#### Policy

It is policy that the school will open on all normal school days even when some poor road conditions exist. However, in the event of heavy snowfall we cannot guarantee that staff will be able to attend school and a decision to close or restrict school opening may have to be made.

If the school is closed, whenever possible, a member of staff will be available at school to ensure that messages and communication are maintained for the first few hours of closure, thereafter the school will be empty.

When the school is closed the school cannot look after children. However, those already delivered to the school prior to a decision to close will of course be looked after until they can be collected.

#### Decision

If the weather conditions are severe enough to force '**Closure**' or '**Snow Day**', this decision will be communicated by one or more of the following means:

- Text to Class Reps and emergency pyramid to staff as necessary
- Text and Email to all parents and staff (Clarion call system – available shortly)
- Publishing on the website home page as soon as possible
- Message left on the school answer phone (if possible)
- Message Board at gate if closed.

The decision to close/reopen Coworth-Flexlands School will be taken by the Chair of Governors and the Headmistress

**A decision will be made by 7.30am at the latest, but hopefully much sooner or even the night before if conditions are predictable enough – check before leaving.**

**Snow Day** Snow Days requires staggered/delayed arrival and departure.

A staggered/delayed arrival is to ensure we have sufficient staff to run the school and to make the school safe prior to opening. **Please no not park** as walking from your vehicle to the entrance gate alongside moving traffic may be dangerous when icy. Instead use the 'stop and drop' off as we will clear this passageway as a priority and staff will be available to ensure safe passage into school and brief you on the day's plan. Families with more than one child should arrive together at the time for the oldest child.

Arrival timings: Years 3 to 6 arrive at 08.30  
Years 1 & 2 arrive at 09.00  
EYFS arrive at 09.15

At the end of the day collect the children as for a normal day, but note there will be no after school clubs to ensure pupils get away before the evening freeze sets in. Park and collect at the gate. Older children will leave with the younger ones.

EYFS	pick up at 15.00
Years 1 & 2	pick up at 15.30 Mon -Thu, 1520 on Fri
Years 3 to 6	pick up at 16.00 Mon -Thu, 15.40 on Fri

Although clubs will not be run, Early Morning/Breakfast club will where possible continue from 7.30am, along with Care Club from 4 to 6pm Mon -Thu and until 5pm on Fri for those parents that still need it. Please contact the office before 12 noon to advise us if you anticipate needing this facility.

## **Communications**

Parents - As above, once a decision is made. The school phone is likely at this time to be very busy and it may not be possible to get through in a timely fashion. Only use the phone for emergency calls. Communication using emails is likely to be more successful and these can also be seen at staff homes. Also watch the school website. Note texts can often get though better than voice calls when the mobile net is busy.

Staff – The emergency pyramid will be used as necessary, in addition to the other measures mentioned above.

## **Q&A – FOR SNOW DAYS**

### **1. Will I be contacted in the event of snow?**

Yes by one of the methods outlined above. This policy can be found on the school website [http://www.coworthflexlands.co.uk/intranet/weekly\\_notes.html](http://www.coworthflexlands.co.uk/intranet/weekly_notes.html) and gives clear instructions for snow days. The School will, therefore, not contact all parents individually.

### **2. Do I need to contact the School?**

There is no need to ring the School if you decide not to travel on a snow day.

### **3. To travel to school or not?**

Always check the website, your emails first. Parents and staff have to decide whether it is safe for them to make the journey into school. Where possible the school will try to ensure that there will be someone at school to greet the pupils. If no member of staff is present your children must remain your responsibility and should not be left unattended at school. Remember, in cold winter weather it is always advisable to carry extra warm clothing in cars in case you get stuck.

### **4. Will there be before and after school clubs?**

Subject to staff being present, Early Morning/Breakfast Club will be available on 'Snow Days'. There will be no after school clubs or activities, although where needed Care Club will operate to 6pm (5pm on Fri). Please keep the School Office informed of your delays if possible. As always, we look after the pupils until you are able to get here.

### **5. When should I collect my child?**

Parents who decide to bring their children to school are welcome to collect at a time which suits them. When dropping off, we should be able to let you know when lunch will be and give you details of the plan for the day.

#### **6. Will planned Class Assembly still happen?**

No, due to the uncertainty of staff and pupil arrival Class assemblies will be postponed and all other assemblies will take place for Years 3-6 as usual at 0845am. Younger children are to go straight to classrooms.

#### **7. Will pupils be registered late if we are delayed arriving at school?**

No, registration normally closes at 0845am but this will be extended to 0930am

#### **Appointments/Meetings**

If school is CLOSED, all appointments and meetings will be rescheduled. On a SNOW DAY these will go ahead unless we contact you to inform you otherwise.

#### **Impact on Education**

On Snow days children may not be taught by their usual teachers or in their usual classes as we may not have our full quota of staff. However, we will ensure that they have an educationally valid day which includes English and Mathematics at a suitable level. If there is a prolonged closure of the school, staff will advise work that may be completed and returned via email and using the school web-site.

#### **Support if stranded in School**

Food - the school kitchen hold a small stock of food throughout term time which can be utilized to ensure anyone stranded can be sustained.

Heat – as the heating system is on gas this should not be interrupted. If extra heating is required the caretaker/bursar can advise on heating adjustments.

Warm Clothing – children have their fleeces at school – see travel question 3 above.

#### **Internal Safety Measures/Checks**

Bursar and Caretaker to carry out continuous risk monitoring in particular for:

- Fire escapes and routes – to be cleared and salted as priority
- Bridge – check for slip hazard and closed as appropriate
- Metal Stairs Fire Escape from Top floor new block – check for slip hazard, if unusable then top floor of block will be put out of bounds until satisfactory.
- Tree branches – heavy snow laying on branches can cause breakages; pupils, staff and cars will be kept away from overhanging branches
- Playground equipment – to be placed out of bounds
- Salting – the caretaker will ensure sufficient stock of salt is held for the winter season reviewed early November. Salting of the road into and around the car park and paths will commence at 7am each day as necessary and during the day if conditions necessitate.
- Pupils Two layer jacket – a decision will be made at school to stop wearing blazers and start using the school fleece and jacket, blazers would be left at school.

Website: [www.coworthflexlands.co.uk](http://www.coworthflexlands.co.uk)

Tel: 01276 855707 (answer phone message if school unmanned)

Fax: 01276 856043

Email: [secretary@coworthflexlands.co.uk](mailto:secretary@coworthflexlands.co.uk); [bursar@coworthflexlands.co.uk](mailto:bursar@coworthflexlands.co.uk)