

## **Snow Day Procedures**

1. If the weather is snowy, Victoria/Claire/Cathy/Charlie will meet on site at 6:30am to decide if the school can open. They will contact Andrew at that time with a recommendation.
2. Notification of closure or other changes will be via the website and wherever possible by 7am on the morning of a closure.
3. If the website is down, the senior team will contact line managers by mobile phone and ask them to inform their teams. Please therefore make sure that your line manager has an up to date mobile number for you.
4. If the school has to be closed after the 7am notification (for example owing to snowfall during the day), then a notice may be put on the website but the primary communication will be to parents by email home. Staff will be informed by messages to classrooms and email.
5. Premises staff will be asked to change their hours in order to clear the site. If they work outside normal hours they will receive pay at the rate of time and a half, provided this has been agreed with Cathy Chapman in advance.
6. Paths between buildings will be the priority for clearing, followed by the car parks. Some areas with steep gradients may be cordoned off. Others will be cleared after school starts if they are not essential.
7. It may still be necessary to close the school, because the site has steep gradients, because staff cannot get into school, or because of the volume of snow.
8. Even if the school is closed to pupils, we intend to open A block, and to allow staff to work as usual. They must use their own discretion in deciding whether it is safe to travel.

The premises team will be in school at 7am, and the first priority will be to clear the path from the pavement to A block, which will allow staff to work in this building. Use of the car park is not recommended and will be at the user's own risk. Staff working on site must remain in A block until routes to other buildings are made safe.

All staff must sign in and out of the school if it is closed to pupils.

AJC  
January 2017