



ST MARY'S
CATHOLIC SCHOOL

F8 Snow Procedures

1. If the weather is snowy, nominated SLT and the Site Manager will meet on site at 6:30am to decide if the school can open. They will contact the Headteacher 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 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. (Refer to Risk assessment RA055 Snow & Ice Conditions which details priority areas to clear)
7. If 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 (Student Hub), 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, to the main reception in T Block and to the J Block Staffroom, which will allow staff to work in these buildings. Use of the car parks is not recommended and will be at the user's own risk. Staff working on site must remain in designated internal areas until routes to other buildings are made safe.

All staff must sign in and out of the school if it is closed to pupils. The register will be held in the main Reception and staff can call to be signed in, or can sign in person.

Governor Committee: Operational
Reviewed: January 2026
Next Review Date: January 2027