



Felton C of E Primary School Snow Plan 2018-19

The following is school's procedure in the event of a heavy snow fall which could delay or make it impossible for the Head teacher and members of staff to reach school safely in time for the start of the school day.

Context

No teaching staff live in Felton and travel to school by car from places as far away as Gosforth, Whitley, or Lowick.

A skeleton staff who live in the village could walk to school:

- Iain Long : Office Manager
- Sarah Hunter: TA (supervision of children)
- Linda Crisp : Site manager – paths and gritting (undertaken from 7.00am)
- Laura McGuinness : LSA

A decision has to be made by 7.30am on whether to close the school to allow for a message to be sent to parents/carers by 8.00am.

The Office Manager has list of possible parent helpers to contact who have DBS clearance.

A Snow box (activities for children to do together in Hall) will be collated by staff. It will be available to be used during a snow fall that has led to revised staffing arrangements.

Forecast snow

School can only open if enough staff, supported by parent helpers who have DBS clearance, could be at the School by 8.45am. All would need to be to be on standby when called by 6.30pm on the previous night in the

event of snow being forecast. This would allow pre-emptive plans to be made.

Parents bringing their children to school on such a morning would need to complete an information form (provided on arrival at school, copies on website). This would require them to agree to their child being in school under the above conditions. They would also need to provide information on contact numbers and named adults available to collect their child, as in the event that the Head teacher and enough teaching staff were unable to get to school by 11 am, school would have to close for the day.

Unexpected snow

If there are unexpected heavy falls of snow overnight, given the distances staff need to travel, it seems extremely unlikely that a definite picture of staffing could be ascertained in time for decision to be made by the 7.30am deadline for notification to County Council. In these cases the decision would most likely have to be to close on that day.

Communications

HT or Office Manager to call all staff, and parent helpers, and place on standby by 6.30pm on the previous night in the event of snow being forecast.

Staff and parent helpers will need to notify the HT of their circumstances by phone by 7.15am.

Office Manager to notify via text all parents by 8am if school has to close.

HT to notify County Council by 7.30am in time for details to be placed on website by 8am at the latest.

Snow Plan: Required Information

• I/We _____ give permission for my child to stay in school under the revised staffing arrangements in place due to adverse weather conditions

• I would like my child _____ to have school lunch if school remains open but understand this may be different to advertised

• I have supplied my child with a packed lunch (if requested)

The following people have permission to collect my child in the event of school closure and can be at school within half an hour of notification.

1. Name

Relationship to child.....

Contact number

2. Name

Relationship to child.....

Contact number

3. Name

Relationship to child.....

Contact number

Signed _____ parent/carer Date _____

Reviewed: Autumn 2018

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