

SNOW- Guidance November 2014 (last reviewed)

Whilst schools should only be closed as a last resort (on grounds of severe weather or for other serious reasons, such as a funeral), it is for the Headteacher to decide whether or not to close the school, having due regard for health and safety considerations, as well as the implications for parents who may have to arrange childcare.

General points

- The school will open if it can safely do so.
- You are expected to get into school if you can do so safely.
- If you cannot get into school, you are expected to work from home (whether the school is open or closed).

Part A: Making the decision:

If there has been heavy snowfall overnight, the following will happen:

- 6.15: The Headteacher or Deputy will phone the SITE MANAGER to get the local picture. If it seems as if the school will be opening, the Site Manager will put down salt immediately to make pathways safe. If the Headteacher does not contact the Site Manager by 6.45am he will phone her/him to advice of snow in the local area.
- 6.15-6.45: The Headteacher or Deputy and Site Manager will agree the decision.
- 6.50: Headteacher or Deputy to text all teachers, HLTA's, Olivers Lodge staff, Office Manager, Kitchen Manager and Senior MDA to confirm the decision made. These Managers shall contact their teams/staff by 7.15am with the decision.

Part B: If the school is closing:

Even if the school is closing, all teachers who can reasonably be expected to get to school must do so to ensure that the school is closed safely and efficiently. Those not able to get to school are expected to work from home.

- 6.55am: Following the text from the Headteacher, the Office Manager will contact the Essex County Council Communications Team
- 7.00am: HTLA's will inform all Teaching Assistants.
- 7.15am: The Headteacher or Deputy will send ParentMail from home to all parents about the closure.

If the decision has been made to shut the school for safety reasons, a member of staff who has access to Parentmail shall send Parentmail contact at the earliest opportunity with news on the particular closure. In addition, staff with permission to use the Essex Information Link, ESI, shall notify the Schools' Communication Team for the information to be displayed on the Essex County Council website.

Parents should be directed to www.essex.gov.uk/Education-Schools/Dates/Pages/Emergency-School-Closures.aspx

The school can only shut completely once any children on site have been collected. Sufficient staff are to supervise children (assuming 1:10 ratio). We could be liable if we fail to provide adequate supervision, even if the school is officially closed.

All staff are expected to work from home with planning, preparation, assessment, resources etc. as LA guidance would normally be to offer employees' services at schools closest to their home.

Part C: If the school is opening:

All staff who can get to school safely, by whatever means (walking, public transport, car) are expected to do so. You would not be expected to come to school if this would be dangerous to you – you would instead be expected to work at home.

If the school is open but there is concern for staffing, there may be a delayed opening time of 10.00am. All Staff are expected to arrive earlier than 10.00am to set up their area of work to receive pupils for lessons from 10.00am.

All team leaders (see grid on the last page) will contact their team with the expectation of coming into school safely and gain a picture of the team's situation and notify the Headteacher.

On arrival at school:

First senior member of staff in should change message on answer phone to say that the school is open and children are expected to attend. The message should also say that if there is further snowfall during the day, a ParentMail message will go out and they are encouraged to collect their child straightaway.

All staff should sign in on arrival and go to their normal work area unless asked to do otherwise by the Senior Leadership Team. Please be prepared to help out wherever needed. Normal structure to the day will be carried out as far as possible. A themed day approach can be planned for if necessary.

Between 8.00am – 8.20am, the Headteacher or the Deputy Headteacher will check on teaching staff to ensure there is at least one teacher in each year group and HLTA/TA support will be altered accordingly following consultation with Adena Fair.

It may be necessary to “double up” or have mixed age groups. Statemented children will receive normal support as far as possible.

8.30am The Headteacher or Deputy will be at the school gate welcoming parents and children and will provide any instructions personally. Children may be expected to come in via the front door only in the interest of safety. This decision will be made by the Headteacher or Deputy and the Site Manager. Children will be allowed to go straight to class as soon as the gate opens for safety purposes.

The most senior teachers present will co-ordinate arrangements for classes for the day according to how many children and staff are in.

If it starts to snow heavily during the day:

We will encourage parents to collect their children early via ParentMail. Staff living furthest from the school will be sent home first, so we may need to double up some classes.

Guidance- SNOW procedures to Staff of Olivers Lodge

- The school will open as usual unless there is a very heavy snow.
- All staff are expected to come to work as usual if the school is open, unless they cannot do so safely (eg they can only get in by car and the roads are very dangerous).
- If the school is closed, this will be publicised on the Essex County Councils website.

If the School is closing

- 6.50am Jenny Johnson will have received a text from the Headteacher or Deputy to inform her of any closure.
- 7.00am Jenny Johnson to call Olivers Lodge staff to notify them of the closure and inform them of work expectations at home.

On arrival at School

- 7.20am First member of staff to arrive at school to liaise with any other staff present to ensure safety of any children arriving. Inform any parents arriving with children that they will be notified via ParentMail of any up-to-date information.

Olivers Lodge will run as normal except that:

If the decision has been made that there will be a delayed start, Olivers Lodge will stay open until the later start time.