

## Snow Plan

### Information for Staff, Parents & Carers

#### Aim of the plan

This plan covers the contingencies made for icy conditions and heavy snowfall which may result in **enforced school closure** or **restricted opening**.

This plan aims to prevent:

1. The risk of ice settling.
2. Unnecessary risks travelling to and from school through good communication
3. The stranding of pupils and staff
4. Excessive impact on children's education
5. Accidents in the school through 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 a 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, the Facilities Manager or a member of the facilities Staff who will be in full communication with the Facilities Manager at all times will be available at school to ensure that messages and communication are maintained for the first few hours of closure.

If there is an enforced school closure, we cannot look after children. However, those already delivered to school prior to a decision being made will of course be looked after until they can be collected.

#### Decision

If the weather conditions are severe enough to force closure or restricted opening, this decision will be communicated to parents by the following means:

- Via the school website ([www.thegroveschool.co.uk](http://www.thegroveschool.co.uk))
- School text messaging service straight to the mobile phones of all staff and parents/carers.
- Haringey.gov.uk

The decision to close the school will be taken by the Head Teacher and will be taken **by 7.00am at the very the latest**.

#### **Restricted opening – where school is open but some staff and pupils may be unable to attend due to weather conditions:**

Parents are asked to exercise extreme caution when bringing their children to school and walk up through the school grounds with great care. We will do our best to remove all snow and ice, but this is not always possible. We will relax our normal high expectations of punctuality and **no child will receive a late mark**.

**We may introduce staggered start times for students in extreme snowy conditions, all parents/carers and travel buddies will be informed.**

At the end of the day, the children should be collected as usual but there will be no after-school clubs or staff meetings. Parents who wish to collect their children early due to the road conditions may do so.

On such days, children's access to the school playground and outdoor areas may be restricted. Parents are reminded to ensure their children have warm clothes and suitable footwear.

### **Communications**

As above, once a decision is made. The school phone is likely to be very busy and it may not be possible to get through, so we would ask parents to use the means of communication outlined above instead. **THEREFORE PLEASE DO NOT PHONE THE SCHOOL TO ASK IF WE ARE OPEN.**

### **Q&A – snowy days when school is open**

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

There will be communication via one of the methods outlined above. **However, school will not contact parents individually as a matter of course.**

#### **Do I need to contact school?**

If you decide not to travel to school because of the road conditions, please let us know so that we know the children are safe. Please leave a message on the absence line – you do not need to personally speak to a member of staff.

#### **Should I travel to school or not?**

Always check the website and your text messages first. Parents and staff have to decide whether it is safe for them to make the journey to school. Where possible, the school will try to ensure that there is someone at school to greet the pupils, but if you arrive at school and no member of staff is present your children must remain your responsibility and should not be left unattended at school. Please wait with them until a member of staff arrives.

#### **Will there be after-school clubs or lessons?**

No. Please keep the office informed if you are delayed on your way to collect the children. As always, we will look after the pupils until you get there.

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

Parents who decide to bring their children to school are welcome to collect their child early if it suits them, otherwise please collect at 15.00 pm as per usual.

## **Impact on education**

On days when the school has restricted opening, 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 we have an educationally valid day. If there is a prolonged closure of the school, staff will advise work that may be completed via the school website.

## **Support if stranded in school**

A member of staff will stay in school until all children have been collected.

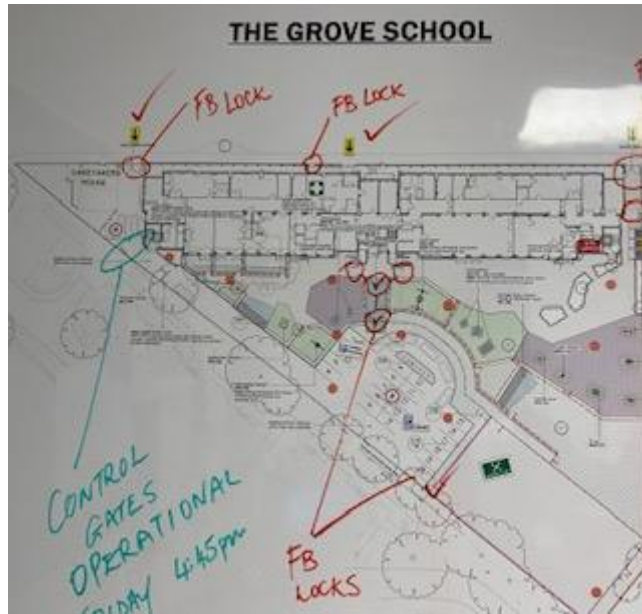
Food – the school kitchen holds a small stock of food throughout the term which can be used to ensure a snack for anyone stranded.

Heat – as the system is gas-fired, this should not be affected. In the event of breakdown and the necessity to close the school, communication will be through the means outlined above.

## **Internal safety measures/checks**

Fire escapes and routes – to be cleared and salted as a priority.

Salting – the Facilities Manager will ensure sufficient stock. Salting in and around the paths for access to the school will commence at 7.00 am each day as necessary and during the day if conditions require. Facilities will carry out further salting as per Snow zoning salt plan. In the event of snow outside working hours Facilities staff will be contacted and if possible return to The Grove to put the Snow Plan into action. Phone numbers will be kept in the disaster Plan. In the event of enforced school closure and part of the school disaster plan, The local council will be informed by sending an e-mail to [sue.wilkie@haringey.gov.uk](mailto:sue.wilkie@haringey.gov.uk) informing them that The Grove School will be closing due to the adverse weather. An email will go out to all staff and a text message will also go out to staff, parents/carers. Information will also be added to The Grove School Webb site. Facilities in the event of school closure will erect closure signs on all entrance gates.



December 2020