



WINTER/CLOSURE MANAGEMENT POLICY

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| Document Status | | | |
| Date of Next Review | Nov 15 | Responsibility | Premises & Finance with H&S Committee |
| Date of Policy Creation | Feb 13 | Method of Communication | Website |
| Date of Policy Adoption by Governing Body | | | |
| AUTUMN 2014 | | | |

MANAGEMENT OF ICE AND SNOW AT BOTH SCHOOLS

All staff must be aware of the risk assessments for ice and snow. Each winter the risk assessments will be discussed and agreed at a staff meeting in the Autumn term to prepare for all eventualities.

The Schools Caretaker staff will make every effort to stick to the plan, but in the event of extreme weather conditions it may be necessary to amend the plan at the direction of the Executive Headteacher to ensure the safety of children, staff and visitors.

See separate risk assessments and gritting plans for each school.

FEDERATION CLOSURES FOR ANY REASONS

Information to parents NOVEMBER 2014

BAD WEATHER CONTINGENCY PLANS

In the event of heavy snow falling we cannot guarantee that the schools can be open for children. The majority of staff live outside the local area, and therefore are unlikely to be able to travel safely into school. There needs to be at least two staff members on site for health and safety reasons.

*The decision as to whether the schools will be open when the snow starts to fall and settle will be made by 7.00am each day. The school website www.stwschools.org will be updated each day during bad weather. The cook is likely to be able to travel into school and so meals will be prepared as normal, again if this is different then the information will be on the website. Parents are asked to bring their children to school only if it is safe to do so. If however, parents cannot access the internet to check for updates, please let the school know so we will make alternative arrangements for you. **Given the close proximity of the schools, both sites will be open or both sites will be closed.***

UNEXPECTED SCHOOL CLOSURE OUT OF SCHOOL HOURS

If for any unforeseeable reason, such as burst pipes or the boiler breaks down and the schools needs to be closed with no notice; you will be telephoned immediately by staff or governors.

UNEXPECTED SCHOOL CLOSURE DURING SCHOOL HOURS

If for any reason the school needs to be closed (e.g. heavy downpour of snow or flooding) during the school day, the staff will ring you or those identified on your emergency contact sheet to make arrangements for your child to be collected from school asap.