

## **Procedures in the event of Snow**

If we experience snow we intend to keep the school open, unless the conditions are so severe that the site is unsafe or not enough staff can attend.

If the school has to be closed we will endeavour to send out a notification by text and email as soon as possible. We will also use our website front page to communicate further detailed information. If no such communication is received, and there is no message on our website, then parents can assume that school is open.

***For this reason it is vital that you ensure the school office have your correct mobile number and e-mail address. It is also important to check that you have been receiving school information (e.g. the weekly newsletter via e-mail).***

The following procedures will come into force if there is a significant amount of snow on the site and surrounding roads. We will always inform you of the changes to the school day or procedures such as closure of the Blair Avenue gate, early closure of school and the possibility of bringing in packed lunches, by text and/or email and website updates.

- The Blair Avenue gate will remain closed, as we will not be able to clear the back path before school
- All pupils should enter the school through the front gate if the Blair Avenue gate is closed
- School will make allowances for any late arrivals
- Pupils should bring in a change of shoes and a carrier bag in which they can put their wet outdoor boots/shoes when they come into school
- End of day arrangements may need to be altered (e.g. early closure). If this is the case parents will be notified by text, email and website updates
- Parents and carers bringing children to school should be extra vigilant on their journey as it is likely that the surrounding roads and footpaths will not have been gritted or cleared by the council
- Please report absences to the school office in the normal way (unless the whole site has been closed and a text has been sent from school to confirm this)
- In the case of heavy snow and treacherous conditions school will close early to enable families and staff to get home safely before it gets dark. We will communicate this information via text, e-mail and website messages, so please ensure you check these regularly for updates
- Please be aware that catering staff may not be able to get in and that your child may need a packed lunch. We will endeavour to inform you of this as soon as Surrey Catering let us know