



## **School Closure Policy**

### **Procedures to follow in the event of significant snow.**

Our school will **only close** if the weather is so bad that the majority of staff are unable to get to school or we could not meet the health & safety guidelines required to keep our school community safe.

School will follow the Leeds City Council communication procedures for emergency school closure, however **our main communication will be directly with parents and staff** through our text messaging system.

If there is heavy snowfall overnight please check your mobile phone for a **text message** from our School to Parents/Staff text messaging service. School will always try to make a decision as early as possible with regards to school closure, as a full school closure seriously affects child care issues. As school opens at 7.45am for parents we aim to inform parents and staff by 7.00am.

In the event of full day school closure to children, staff are requested to continue with attempts to get into school where their own safety is not compromised, this may involve attending school at a later time than usual e.g. when roads clear after the morning commute. Should personal circumstances entail that a member of staff is unable to attend school because of snow when school is open, they are required to complete a leave of absence form on their return. Very rarely there are times when a complete closure may be needed and staff will be informed by text message that they do not need to attend school.

Parent(s), carers and staff are requested to ensure the school has up to date mobile numbers at all times.

If school is open in heavy snow parents and staff are asked to put safety first and consider whether their journey would put them or their children at risk. Absences should school remain open are authorised where a parent has judged that it would be unsafe to send their child to school, however if it is deemed by the Headteacher that the prevailing conditions are safe, absences will be unauthorised unless there are other reasons such as illness.

If it snows heavily during the school day and the forecast is for continued snow, whilst it is difficult to predict, school will text parents to pick children up as soon as possible. If it

is not possible for parents to pick up their children personally, they are requested to please arrange for a friend, family member or neighbour to collect and to inform school of the arrangement. There will always be a member of staff in school if there are children still on site, however, parents are asked to take into account the need for staff themselves to get home safely and make arrangements for their own children.

In the event of school closure during the day staff will be sent home on a distance from school basis, taking into account difficulties with and safety of travel. Where a member of staff has children who need picking up early they are asked to attempt to arrange for their care by friends or neighbours in the first instance should our school remain open, prior to requesting leave of absence for childcare reasons.

During snowy or icy conditions every attempt is made to clear footpaths across the school site. As school is open from 7.45am and is such a large site it is impossible to clear all of the school entrances prior to 7.45 am. For this reason Pinfold Lane will be cleared first followed by the staff carpark. We then attempt to clear the Chapel Street entrance, the Main office entrance and the entrance to Nursery and Reception. We do not have the capacity to clear the pavements around the school site.