

## Birklands Primary School Snow Closure Plan and Safeguarding

It is the Headteacher's decision to close the school. Closure of the school is a very serious matter and won't be taken slightly. Consideration will be given to:

- Weather conditions
- Weather forecast
- Conditions on the school site
- The ability of staff to be able to get into work

It is for parents to decide whether local conditions prevent their child getting to school on any given day. If the decision to close is taken the following will happen:

- The HT will inform NGA alerts, who will announce on local radio stations.
- A text will be sent to all parents to inform them of the closure
- A member of school staff will post the information on the school website
- Staff will be informed of the closure via the text messaging service (please ensure office has your correct number and you check your phone)

**N.B.** All school staff should make every attempt to get to work. Failure to do so may result in a loss of pay (TAGT HR advice.)

If staff are unable to attend because of their local conditions they must inform the HT / Office Manager as soon as possible via their mobile phones.

The HT will assume all staff are attending unless contact has been made.

**N.B.** The HT may have to reconsider the decision to remain open depending on the number of calls received.

Even if the school is to close it is important that staff attend whenever it is possible. Staff's role will be to meet with children and parents who didn't receive the message and care for them throughout the day if required.

### Snow Days

On snow days registers will remain open until 9.30am allowing children to arrive safely. The children who are unable to attend due to adverse weather will receive a "Y" code in the register (parents must phone office with reason for absence.) A "Y" code will only operate at the Heads discretion.

It will be necessary to cancel trips, extra-curricular clubs via the office on snow days.

### Parent Communication

- Up to date information will be placed on website
- Parents will be informed of closure by text

### Early Closure

Should it be necessary to close early the following will apply:

- Parents should collect children as soon as possible avoiding lunch hour.
- Parents should report to the main office when collecting their children. Office staff will collect pupils from their classrooms and bring them to the main entrance. Nursery children should be collected from the nursery entrance as usual.

- All children leaving will be recorded on a class list by a member of staff before they are handed over.

- All the children who are unable to be collected early will remain in their class until their parents arrive at reception to collect them

Once the numbers of children have been reduced, the HT will decide if they double up in classes or move to the hall.

**N.B.** The HT will decide if the above arrangements will be employed on other occasions e.g. in the event of ice or flooding etc.

Any child left after 3.15pm will be the responsibility of HT / DHT or most senior member of staff on site.

### Early Departure of Staff

No staff will be allowed to leave until pupil numbers have reduced to manageable levels.

This number will be decided on the day by the HT.

No criteria will be identified in this plan for prioritising staff to leave early. Each individual case will be considered on the day.

**N.B.** The rationale for this is depends on the individual situation regarding early closure and distance may be not be a factor in the ease of being able to travel.

### Childcare

The carer (school or nursery setting) will have the same duty of care for the staff's children as Birklands staff do for the children in the school. This is an LA HR directive as it is the employee's responsibility to make alternative arrangements should an emergency situation arise.

As always, the school will try to support its staff in terms of their own safety and that of their children wherever possible.

Any staff member who has child care difficulties (children of school age) is welcome to bring his / her children into school on the day of the difficulty if this is an appropriate setting.