



EASTWICK SCHOOLS Snow Plan

(Excerpts taken from Federated Emergency Plan)

Closing the school

When the decision is made to close the school by the Headteacher or Deputy Head Teacher, the Area Schools Support Team will be contacted during office hours, if unavailable or out of office hours contact the Emergency Management Duty Officer.

Closure during school hours

- Parents would be contacted via our texting and email system. Those parents for whom we do not have mobile phone numbers or email would be contacted by the phone numbers in our pupil data system.
- SEN staff will ensure that Surrey home/school transport drivers are aware of any closures and will supervise unit pupils until transport or parents can arrive to collect them.
- Where the numbers of pupils going home at the same time would be too great to reasonably ask all parents to sign their children out at Reception, each teacher will ensure that pupils from their class are only released to that child's parent/carer or their nominated representative, ticking them off on a register list to ensure that all are accounted for. Teachers will supervise children not collected in their classroom, if appropriate, until the parent/carer can be contacted.

Closure out of school hours – see telephone tree (see appendix)

School Closure Policy & staff coverage

Following planning discussions, we have a strategy for covering all classes with qualified staff in case of severe/snowy weather.

- **The school will only be closed for severe weather if the site itself is not deemed to be safe or County tell us not to open.**
- **We will remain open for parents and children who are able to walk in.**
- **DO NOT DRIVE IN SEVERE WEATHER AS EASTWICK DRIVE IS A NOTORIOUSLY DANGEROUS ICE SPOT.**
- **It is assumed that Breakfast and After School Clubs will not run.**

Marshalls in yellow jackets will be on hand to guide children on the safest walking surfaces available. During such conditions children are to wear warm mufti. As always, parents have the right to make the decision to not bring their child in if they don't feel safe doing so. We would always recommend that children who usually travel via county transport **do not come into school** on such occasions as they should not be put at risk by attempting the journey via taxi. Hot Meals will be available on snowy days unless you are informed otherwise as the catering staff will have stores of food in their freezers for such an event.

Teaching and Support Staff coverage (i.e. those within reasonable walking distance):

We have a plan in place, but of course, who teaches which class may well have to change on the day, depending on which staff are ultimately able to get to school and how many pupils are in school. Some teachers may be able to make it in if they made the decision to stay with local relatives before the snow starts. We are also in contact with supply teachers and teachers from other institutions who live locally and could help out.

In an exceptional case, such as a high level of staff sickness, it is possible that school may have to close, but this would be extremely rare and we would contact parents via Text and/or email as soon as possible.

Staff with children at other schools which are closed, will be permitted as an exceptional matter to bring them into work.

Appendix : Telephone Tree

