



SNOW POLICY

This policy covers all pupils including the Early Years Foundation Stage (EYFS)

In the event of disruption caused by snow the primary concern of the school must always be the safety of the pupils and staff. In the event of snowfall, parents are asked to observe the following procedures.

Communication

In the event of severe weather, the Head Teacher will make a decision to open or close the school for pupils by 7.30 am and parents will be informed by text and/or e-mail. A bulletin will be placed on the homepage of the school's website as soon as possible advising whether the school is open or not.

In extreme weather, when school is already functioning, parents are requested to keep an eye on the weather during the day and have childcare arrangements in place to pick up their children promptly if required. If a decision is made to close the school early, parents will be contacted via text message and/or e-mail and asked to collect their children as soon as possible.

In the event of public transport not running the school will immediately close as the situation will clearly have deteriorated and become unsafe.

Further information regarding the opening of school will be given to parents as appropriate via text message and/or e-mail, and notifications will be placed on website as soon as possible.

Pupils

Whilst the school will endeavour to put all procedures in place to ensure it remains open, the decision as to whether or not to send a pupil to school is at the discretion of parents, taking into account factors such as local road conditions and the availability of childcare. The school advises parents to prioritise the health and safety of themselves and their children above getting to school on time and to only travel as and when it is safe to do so.

Parents are requested to ensure that their children come to school appropriately dressed for snow.

If a child arrives at school late because of the local conditions, the child will be marked as an authorised late in the register.

Whilst at school the staff will take every precaution to keep the pupils safe. The pupils will only be allowed to go out to play if they have suitable footwear (e.g. wellingtons), coats and gloves.

Education

If pupils are sent home partway through a school day, teaching for that day will cease whilst all pupils and staff focus on getting home safely. Alternatively, if there is severe snowfall during a night and travel is unsafe the next morning, the school will be closed to both staff and pupils on this day. This day will be counted as 'Day 0'.

After this first day of partial or full closure, if the school continues to be closed the next day, this day will be counted as 'Day 1' and live 'Class Chats' (where pupils will be registered and expectations will be explained) will take place on Google Classroom and work will be placed on there for all pupils. An email will be sent to parents explaining this provision and all pupils are expected to participate.

On 'Day 2' onwards, if the school is still closed to pupils, in addition to the above, live teaching in English and Maths will be delivered on Google Classroom for pupils in Forms 1 to 6. Emails will be sent to all parents explaining this provision and all pupils are expected to participate.

School will reopen as soon as it is safe to do so and at this point online provision will cease.

Site Safety

When ice or snow hamper movement around the school, the School Caretaker will ensure that all paths and steps around the school are gritted or cleared of snow as soon as is practicable in order to minimise the risk of injury to staff, pupils and parents.

Drop-off

In the event of heavy snow, entry and exit points to the school will be cleared as efficiently as possible. School traffic can be heavy during peak times so parents are asked to move their car on from the drop-off point as soon as possible. Teachers will endeavour to be outside the front to help pupils in from cars as quickly as possible.

Opening hours

Once the school is open, it will remain open until the end of the normal school day at 3.40 pm, unless otherwise indicated. In the event of extreme weather during the day, if pupils are collected early, normal lessons may be curtailed and the remaining pupils sent to their form rooms to await further instructions.

If school remains partially open after day one and catering facilities are not available, pupils will be asked to bring a packed lunch.

Staff

Staff are asked to make every effort to get to school although, again in severe conditions, they must make a judgement about the safety of travelling. Staff travelling from the same area are advised to share transport. In the event of having to operate with a small number of staff, the Senior Leadership Team will organise a programme of events on a daily basis.

This policy is to be read in conjunction with the Snow Protocol for Staff (document for staff only).

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| Policy reviewed by | B Rogers |
| Approved by SLT | November 2025 |
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