

# Castleton&Glaisdale Federation

## Policy for Snow, Severe Weather Conditions & Emergency Closure March 2016

### Aims

- We aim to make a clear statement to parents, pupils and staff in order that the correct procedures are followed when severe weather conditions occur.
- We also aim to ensure that no pupil or member of staff is in danger due to severe weather conditions.

### Procedure

- Mrs. Douglass (or a Teacher in Charge) will make a decision as to whether the school will be open by at least 7.30.am and will contact Mrs. Liddle, Mrs. Grace, Mr. Hutt and breakfast club staff first.

### If the school is to close:

- Mrs. Grace and Mr.Hutt will inform staff at their own school.
- Mrs. Blacklock will inform the drivers of the Minibuses.
- From 8.00.am.onwards staff will start to inform all parents by telephone, according to the system in place. Names of which parents each teacher contacts will be taken from a pre-arranged list. Mrs. Douglass may also inform Radio Cleveland and BBC Radio North Yorkshire and parents are requested to listen to these Radio Stations during severe weather conditions.
- Mrs. Blacklock/Mrs. Ford will inform all peripatetic staff i.e. Music, PE Coaches, etc, if they are due in to school on that day.

### If the school is open:

#### Gritting/Paths Procedure:

The caretaker (or members of staff if the caretaker is unable to get in to school) is responsible for gritting as follows:

1. The main entrance path from gate to front door, including any steps – Priority one
2. The main entrance path to the KS1 classroom – Priority two

Snow should be cleared first and then paths should be gritted. Grit can be found in the boiler room/cellar and shovel and gloves are provided. Staff are advised to use the plasticised gloves to scatter gravel from the shovel.

### Outdoor Procedures:

- Children should not be allowed outside to play unless the playground has been deemed safe to use
- Children must be reminded of the no snowball rule (organised and supervised snowball fights only) and must wear suitable clothing and footwear.
- Exit and egress points must have been cleared and gritted prior to the children using them
- The back door to the breakfast club at Glaisdale **MUST NOT** be used in ice and snow unless an extreme emergency. Access to the playground should be via the main door.

### ***For Children travelling to School by NYCC Transport (Minibuses)***

- *In the event of heavy snow or severe weather during the night, it is the responsibility of the taxi company to ascertain whether or not it is safe for them to transport children to school.*
- *If taxis do not arrive due to bad weather and parents decide to transport children in their own vehicles, this must be at their own risk, it is essential that they telephone school first (Glaisdale 01947 897218/ Castleton 01287660496) to check that a member of the teaching staff is present and that the school has not been closed due to severe weather conditions.*
- *Parents should be aware that if school is open but transport is cancelled in the morning due to bad weather, **the cancellation may remain for the whole day** so, if they bring their children to school, they may have to make arrangements to collect them at the end of the school day. Parents should therefore check with the relevant transport company to clarify the end of day arrangements.*

### All Children:

- **Under no circumstances must parents leave children on the school premises unless they have checked that a member of the teaching staff is in school.**
- If during the school day the weather appears to be deteriorating and there is the possibility of any risk to either children or staff travelling home by car or school minibus, parents will be informed immediately and the children will be sent home.
- **No child will be sent home unless school has confirmed that there is a responsible person at home to supervise the child.**

Review March 2019