

January 2020

Dear parents and carers

### **Snow**

With the possibility of snow falling in the Lancashire Area during the next few weeks, I thought it would be best to ensure that all parents & carers are aware of our procedures for when we have any heavy snowfalls.

**As a school we will endeavour to remain open at all costs, the only time the school will be closed is if:**

- We cannot gain access to the school grounds / cannot gain entry to the building as it has snowed so heavily.
- Not enough staff have made it into school, and we are unable to provide a safe staff to pupil ratio
- The heating/water or cooking facilities in school has failed.

**If it does snow and school is open:**

- A message will appear by 7:30 am on the front page of the school website stating the school is open
- A text message will be sent to all parents & carers informing that school will be open
- The transport team will be contacted and told that the school is open, they will then inform Drivers and Passenger Assistants that we are open; the drivers will decide if they can complete the run safely and be able to collect the pupils at the end of the day
- The drivers must be able to safely access the designated drop/off collection point at the bottom of Harrington Road, if this is not possible then the run will not go ahead. The Passenger Assistants will contact their families and let them know what the driver has decided
- Parents do have the option of transporting their son or daughter to school themselves, but again I would advise that you ensure you are able to safely access the bottom of Harrington Road, as it would be unsafe to walk your son/daughter down Harrington Road to school, as this will not be gritted and dangerous.
- If parents plan on transporting their son/daughter to school themselves please inform the school office via text, email or phone call. If they have brought their son/daughter to school, it is more than likely that they will be required to collect them also, as the buses will not be able to access the school at all.

- The site team will ensure a designated gritted path will be cleared from the designated drop off/ collection point at the bottom of Harrington Road into school, and paths from the car park to the school and outbuildings. All parents and pupils must stick to the designated gritted path.

#### **If it does snow and school is closed**

##### **If the school is closed prior to start of the school day:**

- In the event of heavy snow a decision on opening will be made by 7.30 am and details posted on the front page of the school website stating the school is closed
- A text message will be sent to all parents & carers informing that school will be closed
- A message will be sent to local radio stations to include in their school closure broadcast/bulletin

##### **If it does snow and school is required to be closed during the school day:**

- A phone call to Transport Team Leader – requesting those vehicles that can access school will be dispatched
- A text message will be sent to all parents informing of school closure and if transport has agreed to run, if not parents will need to arrange collection.
- All vehicles must be able to access the designated drop off/ collection point at the bottom of Harrington Road – as staff members are unable to walk-pupils up to the top of the road in icy/snowy weather due to health & safety.

If you have any queries or questions, please contact the school office and they will be more than happy to help or advise you.

Kindest regards,

*C Harwood*

Mrs Christina Harwood  
SBM  
Health & Safety Officer