



### Aim of the plan

This plan covers the contingencies made for a heavy snowfall which may result in **enforced school closure or restricted opening.**

This plan aims to prevent:

- The stranding of pupils and staff
- Unnecessary risks travelling to and from school through good communication
- Excessive impact on children's education by alternative means of support
- Accidents in the school through good risk assessment

### Policy

It is policy that school will open on all normal school days even when some poor road conditions exist. However, in the event of a heavy snowfall, we cannot guarantee that staff will be able to attend school and a decision to close or restrict school opening may have to be made.

If the school is closed, a member of staff (where possible) will be available at school to ensure that messages and communication are maintained for the first few hours of closure. Thereafter, the school will be empty.

If there is an enforced school closure, we cannot look after children. However, those already delivered to school prior to a decision being made will of course be looked after until they can be collected.

### Decision

If the weather conditions are severe enough to force closure or restricted opening, this decision will be communicated by the following means:

- Staff: Call Parents Text Messaging Service
- Via the school website ([www.livingstone.tameside.sch.uk](http://www.livingstone.tameside.sch.uk))
- Call Parents Text Messaging Service
- Local radio
- Tameside MBC

The decision to close the school will be taken by the Head and Chair of Governors and will be taken by **8.30am** at the latest.

### **Restricted opening – where school is open but some staff may be unable to attend or where weather conditions may prevent some pupils from attending:**

Parents are asked to exercise extreme caution when dropping off or collecting children by car because of the situation of the school at the bottom of a slope. We recommend parking near the market ground and walking down. We will relax our normal high expectations of punctuality and no child will receive a late mark.

At the end of the day, the children should be collected as usual but there will be no after-school clubs or staff meetings. Parents who wish to collect their children early due to the road conditions may do so.

On such days, children's access to the playground may be restricted.

Parents are reminded to ensure their children have warm clothes and suitable footwear in case their journey is disrupted or they are stranded.

### **Communications**

As above, once a decision is made. The school phone is likely to be very busy and it may not be possible to get through so we would ask parents to use the means of communication outlined above instead.

### **Q&A – snowy days when school is open**

#### **Will I be contacted in the event of snow?**

Yes, by one of the methods outlined above. However, school will not contact parents individually.

#### **Do I need to contact school?**

If you decide not to travel because of the road conditions, please let us know so that we know the children are safe.

#### **Should I travel to school or not?**

Always check the website first. Parents and staff have to decide whether it is safe for them to make the journey to school. Where possible, the school will try to ensure that there is someone at school to greet the pupils but if you arrive at school and no member of staff is present, *your children must remain your responsibility and should not be left unattended at school.*

#### **Will there be after-school clubs?**

No. Please keep the office informed if you are delayed on your way to collect the children. As always, we will look after the pupils until you get there.

#### **When should I collect my child?**

Parents who decide to bring their children to school are welcome to collect their child early if it suits them, otherwise please collect at 3.15.

#### **Impact on education**

On days when the school has restricted opening, children may not be taught by their usual teachers or in their usual classes, as we may not have our full quota of staff. However, we will ensure that we have an educationally valid day which will include English and Maths at an appropriate level. If there is a prolonged closure of the school, staff will advise work that may be completed via the school website..

#### **Support if stranded in school**

*A member of staff will stay in school until all children have been collected.*

Food – the school kitchen holds a small stock of food throughout the term which can be used to ensure a snack for anyone stranded.

Heat – as the system is gas-fired, this should not be affected. In the event of breakdown and the necessity to close the school, communication will be through the means outlined above.

#### **Internal safety measures/checks**

Updated: November 2017

Next Review: November 2018

Fire escapes and routes – to be cleared and salted as a priority.

Salting – the caretaker will ensure sufficient stock. Salting in and around the paths for access to the school will commence at 7am each day as necessary and during the day if conditions require.