



South Lee Prep School  
Bury St Edmunds

## Snow Policy January 2024

<b>ISI Reference</b>	
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Signed:

Steve Honeywood,  
Chair of Governors  
11/1/24

# Snow Policy

*Note: This policy applies to all sections of the school including nursery*

## 1. Introduction

This policy seeks to protect, as far as is reasonably possible, the health, safety and welfare of all its employees, pupils and parents on days when snow disrupts the School.

## 2. General Procedure

In the event of heavy snowfall or the prediction of snowfall, the Head or Deputy Head, in the Head's absence, will make an informed decision as to whether the School will open or, if snow falls during the day, remain open.

## 3. Overnight Snowfall

3.1 If, in the opinion of the Head, it is not sensible to open the school following overnight snow, or due to heavy snowfall being forecast during the morning rush hour, then a message to that effect will be put on the school website by 07:00 and parents will be notified by email of a school closure.

3.2 Depending on the weather conditions this decision will be one of the following:

- a) The school will be closed for the whole day;
- b) The school will be closed for the first part of the day, but will open later in the day;
- c) The school will be open at the usual time, but parents who do not wish to bring their son or daughter to school because they consider it hazardous to travel, will have the absence as authorised on the school attendance register.

3.3 In the case of b) or c) being chosen as the best course of action, parents must be aware that teaching staff who live in outlying districts may not be able to get into school and so any lessons which take place during the day may be different from the normal timetable.

## 4. Snowfall during the day

4.1 Closures once the school is in session will be considered only in extreme circumstances.

4.2 The School will contact parents of all pupils via email to make suitable arrangements with parents if necessary.

4.3 If parents of pupils are unable to collect early and or they are unable to go home to another local family then pupils will be well- supervised until the relevant time of collection.

4.4 Once the decision has been made to send the pupils home, normal lessons will be suspended so that staff living furthest away from school can be allowed to travel home in safety. However, a skeleton staff of those who live nearby will remain at school to supervise the pupils who cannot be quickly collected.

## **5. Parents**

5.1 Parents should use the school website [South Lee Prep School & Nursery | Bury St Edmunds](#) as the first port of call for information about what is happening on snow days. This will be updated as regularly as possible so that it is clear what arrangements have been put in place. Parents will also be emailed and if possible, we will send out a whatsapp via our class reps.

5.2 Parents should assume that school will remain open unless the website specifically states otherwise, or they receive an email.

5.3 The health and safety of parents and their children is of paramount importance so parents should not undertake the journey to school if they consider it unsafe to do so, even if the school is open. In those circumstances, parents should ring the school and report their child as absent giving the relevant reason; this absence will be authorised and marked as snow day.

5.4 Parents should be aware that on days when there is a partial opening, the normal programme of lessons may not take place as it is likely that some staff will not be able to travel into work. However, the staff will endeavour to provide a relevant and useful day, making the most of the weather if possible.

5.5 If parents get stuck in bad weather when coming to collect their child from school, the pupils will be supervised until parents can collect them or can arrange for someone else to do so; however, it is important that in these circumstances we remain aware of the latest estimated time of arrival for the person collecting and parents should remain in contact with the school.

## **6. School Transport**

- 6.1 On days when weather conditions make the roads dangerous, we will suspend the minibus service. This includes days when there is black ice, high winds, or risks of flooding as well as snow days. Notification of this will be put on the website and an email will be sent. Where possible, the bus driver will also call the individual parents.

## **7. Staff**

- 7.1 If the School is open, then members of staff will make every effort to get to school if they can do so safely. This might involve leaving their journey to work until later in the morning or walking, if local.
- 7.2 If a member of staff has come into work and the conditions are such that it looks as though road conditions on the way home are going to be difficult then the Head or Deputy will try and allow the member of staff to leave early.
- 7.3 Staff members should look at the school website for information about whether the school is opening or not. The Head or Deputy will email all staff with a plan. If you are unable to drive safely to work, please email [absent@southlee.co.uk](mailto:absent@southlee.co.uk). Conditions can change rapidly during the day and staff are asked to keep checking the conditions of the roads and arrive later if possible.
- 7.4 If staff members are unable to get into school on a day when the school is open, then they are expected to provide work for the lessons they would be teaching on that day.

## **8. Teams**

If the school is closed in the event of snow, staff will post work on Teams (Years 3 -8) for pupils to complete at home. Parents will be informed of this via email. Tasks for pupils in Reception to Year 2 will be sent by the form teacher to parents by email.

Should the school be closed for more than one day, the staff will endeavour to provide some online lessons through teams and details would be organised and sent through to parents on the first day of closure.

## **9. Decision Making process**

9.1 Decisions on whether the School will be open will be made giving consideration to a number of different factors. These include:

- Is there a hazard to life or is there a risk of serious injury to staff, pupils and parents if the School is open?
- Staff/pupil ratios and whether there will be enough staff able to get into school to supervise pupils;
- Is the school site safe – Can we make pathways safe? Are there dangers from snow or icicles falling off roofs? Is the heating system able to cope with extreme temperatures? Can the Facilities Manager and other Maintenance staff get into school?
- Whether we can provide food at lunchtime;
- What the weather forecast for the rest of the day is and whether it predict more severe weather.

9.2 Although health and safety considerations will always take precedence, we remain aware that a school closure is very disruptive for working parents and so will **always** endeavour to keep the School open whenever it is reasonably possible. There will be no refunds given for snow days.