

# Holmwood House School



## Snow Policy

In the event of disruption caused by heavy snow (or other adverse weather conditions), the prime concern of the school will always be the safety of the pupils and staff. The decision whether or not to send a pupil to school, however, must be at the discretion of the parents, taking into account factors such as local road conditions and the availability of childcare.

**The school aims to remain open in the event of snow.** We feel this is important for those parents who are relying on us to care for their children in term time. In the event of heavy snowfall, we cannot guarantee a normal school day.

**If weather and road conditions change** during the day, we may decide to close the school sooner than originally planned to enable staff and parents to get home. This would be communicated to parents as soon as possible.

**There are certain factors which may lead to the school closing, such as whether:**

- there are enough members of staff to be able to provide satisfactory care;
- the severity of the weather conditions is on such a major scale that it is unlikely that many people will be able, physically, to make it into school;
- the school can provide lunch for the children;
- the school grounds are sufficiently safe for children, parents and staff;
- the school has sufficient heating;
- the school has lighting and hot water across the site;
- external agencies, e.g. police, local government, motoring organisations, etc, are advising against school travel in our region.

If the school is to be open, we will declare this a '**Snow Day**' and will post this on the website as soon as possible and normally by 7.00am on the day as well as notifying you of this by *Clarion Call*.

If, for the reasons outlined above, the safest or most expedient judgment is to close the school a '**Closure Day**' will be declared and we will post this on the website as soon as possible and normally by 7.00am on the day as well as notifying you of this by *Clarion Call*.

*When checking the website regularly, remember to Ctrl + F5 to refresh for updates.*

**When the school is open, we will remain open until 3.15pm  
unless otherwise communicated.**

The series of frequently asked questions on the following page should answer any queries you may have.

## SNOW POLICY – FREQUENTLY ASKED QUESTIONS

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

Our website [www.holmwood.essex.sch.uk](http://www.holmwood.essex.sch.uk) should be consulted regularly. (*Remember to Ctrl + F5 to refresh for updates.*) We will also endeavour to *Clarion Call* everyone to ensure a clear message is sent. This document (Snow Policy) can be found on the school website and gives clear instructions for snow days.

### **Do I need to contact the School?**

No. There is no need to contact the school regarding your decision to travel or not; this will help avoid blocked phone lines.

### **To travel to school or not?**

Parents have to decide whether it is safe and desirable for them to make the journey into school. If the school is open, and once we have established which pupils we have on site, we will construct a schedule for the day which will include, where possible, relevant academic work - especially for those who may be preparing for exams – and a range of activities aimed at making the day as productive as possible.

### **Does it matter what time we arrive at school?**

No. We will expect children to arrive throughout the morning. However, it is important that children sign in and register at the front office, or with the member of staff on duty if in the Pre-Prep.

### **What will happen if heavy snow arrives during the school day?**

We may declare a ‘Snow Day’ resulting in the school closing at 3.15pm however an earlier collection time may be declared if weather and road conditions deteriorate. This would be communicated to you via the website and *Clarion Call*. If you wish to collect your child(ren) from school before this time, you are welcome to do so, but please ensure they are signed out.

### **Will boarding still be available on Snow Days?**

Depending on the severity and longevity of the severe weather and resultant conditions, a decision will be made and communicated to you. In the event of children being stranded at school, it may be necessary for those boarders living closer to school to be collected, where possible, to allow the school to accommodate emergency cases. If the school closes, boarders will be catered for or sent home.

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

School will close at **3.15pm** on Snow Days unless otherwise communicated due to deteriorating weather and road conditions. Parents are welcome to collect at an earlier time if this suits them but they must sign their child out. Anyone struggling to collect their child by 3.15pm, due to poor road conditions, transport arrangements, etc, should contact the school to inform us of the likely collection time.

### **Where do I go to collect my child?**

- Reception children should be collected from the Reception building.
- Pre-Prep: children should be collected from the Pre-Prep hall or foyer area. You must ensure that your child is signed out with the member of staff on duty.
- Prep: children should be collected from either the Talbot Room or the front hall. You must ensure that your child is signed out with the member of staff on duty.

### **Will there be after school activities?**

There will be no after school activities, games, clubs or Biscuit Club. However, should you be delayed in collecting your child, please ring the school office to keep us informed. As always, we will look after the children until you are able to get here, but please remember that members of staff will be also be anxious to get home if the weather and road conditions are poor.

Reviewed by: \_\_\_\_\_

Date: March 2018