

# Widford Lodge

PREPARATORY SCHOOL



## Snow Policy

**This policy applies to all pupils at Widford Lodge School including those in the EYFS**

Reviewed: December 2015  
Review date: December 2017

## Snow Policy

In the event of disruption caused by heavy snow, the prime concern of the school will always be 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.** However, in the event of heavy snowfall, we cannot guarantee a normal school day.

**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 and via Twitter as soon as possible and normally by 7.00 a.m. on the day. We will also notify you by email as soon as is reasonably practicable.

<https://twitter.com/WidfordLodge>  
[www.widfordlodge.co.uk](http://www.widfordlodge.co.uk)

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 via Twitter as soon as possible and normally by 7.00 a.m. on the day. We will also notify you by email as soon as is reasonably practicable. No children should be sent to school on Closure Days.

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

**When it is a 'Snow Day', we will remain open until 2.30 p.m.**

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

## **Snow Policy – FAQs**

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

Our website should be consulted regularly. (Remember to Ctrl+F5 to refresh for updates). We will also endeavour to email everyone to ensure a clear message is sent.

We will also use Twitter as a means of communicating.

<https://twitter.com/WidfordLodge>  
[www.widfordlodge.co.uk](http://www.widfordlodge.co.uk)

This document (Snow Policy) can be found on the school website and gives clear instructions for snow days.

We will aim to contact the local radio stations (BBC Essex) who broadcast information about schools.

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

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 office

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

We may declare a 'snow day' resulting in the school closing at 2.30 p.m. This would be communicated to you via the website and email. 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.

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

School will close at 2.30 p.m. on Snow Days. 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 2.30 p.m., due to poor road conditions, transport arrangements, etc, should contact the school to inform us of the likely collection time.

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

There will be no after school activities, games, clubs or late stay. 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 also be anxious to get home if the weather and road conditions are poor.