



Policy for Snow

Review: September 2026

Next Review: September 2027

SNOW PLAN

Aim

At St Anne's CE Lydgate, we aim to ensure that all staff and pupils are always safe. This plan outlines the contingencies made in the event of 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
- Excessive impact on children's education
- 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.

Staff should make all reasonable attempts to attend work in the event of snowfall including the consideration of public transport. However, we do not wish for any member of staff to put themselves at risk. **If a member of staff is unable to attend work, they should inform the Headteacher by 7.30 a.m. please.**

The Headteacher will gather all available information including the condition of the school site and surrounding roads and all implications for Health and Safety. **The caretaker should give the Headteacher as much information as possible to inform the decision.**

Decision – If there is heavy snowfall prior to the opening of the school

The decision to close the school will be taken by the Headteacher and will be taken by **7.45am** at the latest. If the weather conditions are severe enough to force closure or restricted opening, this decision will be communicated by the following means:

- Staff: HT/AHT will contact staff on Teams
- School website: Office administrator or Website leader will update
- Parents/Pupils: Office Administrator will contact through the text service on Arbor

Sports coaches/school visits: staff who work with coaches or have trips booked will contact the appropriate contact.

Oldham council snow line will be informed by Headteacher.

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.

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.

At the end of the day, the children should be collected as usual but there will not be any after-school clubs or staff meetings. Parents who wish to collect their children early due to the road conditions may do so. Parents are reminded to ensure their children have warm clothes and suitable footwear in case their journey is disrupted or they are stranded.

Decision – If there is heavy snow fall during the school day:

We aim to avoid staff and pupils becoming stranded in the school due to snow and treacherous weather conditions. In situations where the weather forecast indicates snow, there will be close monitoring of weather conditions and consideration of the met office forecast. If heavy snow is expected whilst school is in session, a decision will be taken as to whether staff and pupils need to go home earlier than the official end of the school day. If the decision is made, a text message and telephone calls will be made to parents, to collect their children as soon as possible. Pupils will only be released prior to the end of the school day if they are collected by parents. It will not be possible for another parent to collect your child unless you have notified the office by telephone. Parents may give verbal consent to their child walking home if this is their usual arrangement. Whilst maintaining suitable ratios for safety, staff living furthest from school and in the most inaccessible locations will be permitted to leave first. A senior member of staff will remain on site until all pupils have been collected.

Equal Opportunities

St Anne's CE Lydgate Primary School is an inclusive school where we focus on the well-being and progress of every child and where all members of our community are of equal worth.

We believe that the Equality Act provides a framework to support our commitment to valuing diversity, tackling discrimination, promoting equality and fostering good relationships between people. It also ensures that we continue to tackle issues of disadvantage and underachievement of different groups.

The Equality Act 2010 was introduced to ensure protection from discrimination, harassment and victimisation on the grounds of specific characteristics (referred to as protective characteristics). This means that schools cannot discriminate against children/staff or treat them less favourably because of their gender, race, disability, religion or belief, gender reassignment, sexual orientation, pregnancy or maternity. Age and marriage and civil partnerships are also "protected characteristics."

The formulation of this policy is in line with the Equality Act.

Monitoring and Evaluation

Policy and practice are regularly evaluated. Feedback along with recommendations to inform future policy and planning will be given to all relevant parties.

The school leadership team have a responsibility to ensure the policy is embedded into the school provision and report to governors on the effectiveness of the policy at least every 3 years.

School procedures in the event of snow.

Information for parents

Will I be contacted in the event of snow?

A text message will be sent out **if school is not going to open**, as soon as possible and the website will be updated via the '**rolling scroll**'. Parents are reminded to ensure that school has up to date mobile number, and to keep them switched on. If you do not hear anything, please assume school is open.

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. Otherwise, you do not need to contact school.

Should I travel to school or not?

Parents and staff should make the decision as to whether it is safe for them to make the journey to school.

Will there be after-school clubs?

No. Please keep the office informed if you are delayed on your way to collect the children and are stranded. 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 3.20pm.

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.

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

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

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

Oldham Council Snow Line - 0161 770 2222. They may need our DFES number - 353/3007

If a decision is made to stay open:

- Admin team to text all parents and staff, including kitchen staff and to send out an email;
- LK will put a notice on the website;
- Admin team to contact clubs if the forecast is still bad and decision is made to cancel and to inform parents;
- HT to contact B&A and devise a plan re opening times;
- Staff living closest to school should try to get in as early as possible to answer phones.

All staff should make every effort to get into school safely.