



## **RAVENSMEAD PRIMARY SCHOOL**

### **SNOW - Closure Procedure**

#### **a) OVERNIGHT**

**Ravensmead will always endeavour to open and stay open.** The school must consider the health and safety of all pupils and staff before making a decision and, as you know, my main consideration is the well-being of all members of our school community. The school must attempt to ensure that sufficient staff can travel in to school safely and return home safely at the end of the day. The school is aware that closure and particularly closure during the day presents real difficulties for many families. A number of measures may help.

- IF ALL PARENTS CAN AVOID DRIVING DOWN THE BOTTOM ROAD (OLD ROAD – CHAPEL STREET) THIS WILL HELP GREATLY (although every representation has been made, at this time Old Road and Chapel Street are not on the major gritting routes)
- PARENTS SHOULD USE NEW ROAD AND WALK THROUGH THE METHODIST CHURCH CAR PARK (our friends at the Church have kindly agreed to this arrangement but would strenuously stipulate that at no time will they attempt to treat their pathways for school use and that families using this route must do so at their own risk)  
At times the school may grit the crossing, this cannot be guaranteed however, local families may wish to help, but the school takes no responsibility or liability for gritting or any accidents which may occur outside school
- The Audley Football Club car park will be closed during bad weather
- Parents should ensure that their children have appropriate footwear and warm clothes (spare socks!?)
- As usual pupils should not be on the school grounds before 8.50am.

**In the event of closure, the school will attempt to inform parents in a number of ways:**

**FIRSTLY.....**

- **BY TEXT MESSAGE. WE WOULD ENDEAVOUR TO DO THIS BEFORE 8.00 IF POSSIBLE**
- Check the Staffordshire County Council website using the following link:  
<http://www.staffordshire.gov.uk/education/schoolsandcolleges/emergencyclosures/schoolclosurelist/schoolclosurelist.aspx>

NOTE: If we have snow overnight but decide to keep the school open. Every effort should be made to get children to school. If a child is unwell as usual we would expect a phone call to the office by 9:20am or as soon as possible afterwards. Without calls the absence would be classed as 'unauthorised'.

PTO

\*Silver Fox Care Club will have their own procedures for school closure and families using the Care Club should contact them directly. Phone: 07813 679706

### **b) DURING THE DAY**

All aspects of the overnight closure procedure remain the same and have been shared and agreed with the Governors. I would like now to try to attempt to clarify what the school intends to do in the event of very severe weather **during the day. This would be very severe weather.**

- We will endeavour to stay open until the normal time (3.15pm KS1 and 3.20pm KS2) however we would allow parents to pick up from school following a text message from us, signing their child out from the KS2 door (school entrance), KS1 door & Reception door earlier in the day if this was more convenient and safer. I must also be aware of Health and Safety issues for all members of staff. To make parents aware of closure during the day we would:
  - **Use our Text Messaging Service**
  - Answer the telephone in the office and leave a message on our answer phone
  - Families will make their own contingency arrangements in the event of overnight or day closure but any families unable to collect their child should be secure that they will be fully supervised until the end of a normal school day, although lessons may be adjusted.
  - Clearly all after school clubs would be cancelled on that day, and indeed even if school remains open, if we have significant snowfalls in the day clubs will be cancelled and we will confirm this by text.
  - Care Club staff inform us that they would stay open, but would appreciate collection of their pupils as early as possible.
  - It is of course vital that school have **ALL** up to date mobile telephone numbers.

### **c) SNOW AT SCHOOL**

Quite naturally children are excited by the snow. To enable them to experience and enjoy the snow with their friends in school, we will very closely supervise our Reception and Key Stage 1 children. In Key Stage 2 there will be ...

- A marked area where children may snowball sensibly
- Another marked area where children may make snowmen etc.
- A supervised classroom will also be available for those children not wishing to go out or those without appropriate footwear and clothing

I would ask for your support in reinforcing the message to all children that they must be sensible in the snow, bring extra footwear, gloves and scarves and possibly spare socks. Pupils must not throw snowballs near to the school building or car parks.

I do hope that these measures are helpful and make it more likely that we can keep our school open, although we would not hesitate to close in very extreme circumstances. I would, however, as usual welcome any suggestions from yourselves in terms of how best to keep Ravensmead open and safe for all.

(Please keep this information for future reference)

**Mr D Bell**  
**Headteacher**