Arunside Primary School – Snow Days
Guide for Staff and Parents

Guidelines

1. The school will make every effort to remain open whenever possible
2. The decision to close the school will be made by the headteacher in consultation with the Chair of Governors and Premises Manager
3. The school will close if one or more of the following conditions apply
   - Conditions are considered to be, or are anticipated to later become too hazardous to travel
   - Insufficient staff are able to come in to keep the school running safely
   - Conditions on site are dangerous

In the Event of Heavy Snow before the School Day Starts

When school closure is a possibility, parents should find out whether the school is open by:

- Checking the WSCC Website https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-closures/ to see if Arunside is on the list of the schools that are closed.
- Listening to BBC Radio Sussex and checking their website
- Checking for messages coming through on the MCAS App
- Checking the School Website and Facebook page
- If it is decided that the school will open, but the road conditions are difficult, parents should ring the school to advise that they are likely to be late.
- If parents assume that the school is closed, but it is actually open, absences will be recorded as unauthorised unless the headteacher is satisfied that there are exceptional circumstances.

In the event of heavy snowfall during the school day

- If there is heavy snowfall during the school day, the headteacher will, in consultation with the Chair of Governors and Premises Manager, decide whether it is necessary to close the school.
- The office staff will contact parents via an email and text message through the MCAS App and ask that they pick their child/children up from school as soon as possible
- The Staff that live furthest from the school will be permitted to leave at the earliest opportunity
- A skeleton staff will remain in school until all of the children have been collected, these will be staff who live closest to school. Staff will register the individual class members as being collected or dismissed (as per normal end of day arrangements) by ticking off pupil's names on a class register
- If a parent rings requesting they pick their child up early due to the weather, and the decision has not been made to close the school, these requests will be considered on an individual basis by the headteacher

- The headteacher will decide if the weather is bad enough for a ‘wet’ break or ‘wet’ lunch. Just as rainfall may be deemed too heavy to be outside, near blizzard conditions would also be unsuitable. If there is light snowfall then children will be allowed outside
- A class teacher will decide whether or not they take the children outside in lesson time.

Breaktime and Lunchtime

In order to teach our children how to cope, react and adapt to wintry weather, we ask parents to ensure their child has:

- A warm coat so they can go outside and play in the snow at breaktime and lunchtime.
- A hat, scarf and gloves
- a spare pair of socks / tights

Children without these items will not be permitted outside on snow days.

Donna Jagger
Headteacher
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