

# Snow Plan for Mitcheldean Endowed Primary School

---

## Snow during the school day

- If it snows heavily during the school day and as a parent you make the decision that in order to get your child home safely, you need to collect them early please come to the main Reception entrance where you will need to sign them out of school.
- If we decide that conditions are such that we need to close the school, we will text you and put up a message on the school web site (<http://mitcheldeanschool.co.uk>) which you can check if you see that it is snowing. You can collect your child from their external classroom door where the class teacher will check each child off their register. At least two members of staff will stay on site until all children have been collected. All after-school clubs will automatically be cancelled.

## Overnight snow

- If you wake up to overnight snow you need to check whether school is open by listening to Radio Gloucester where closed schools are read out and/or checking the Gloucestershire County Council Closed Schools web site ([www.gloucestershire.gov.uk/closedschools](http://www.gloucestershire.gov.uk/closedschools)). We will also send a text so please ensure school has your up to date number. The county website is cleared each afternoon and the Head Teacher has to re-register, so if we are not on the site, we are open.
- By this time the Head Teacher will already have listened to the road conditions across the Forest of Dean and the weather forecast. The Head Teacher will also have telephoned the caretaker to assess the condition of the main roads in Mitcheldean and telephoned around the teaching staff to ascertain how many can get safely into school, to ensure there are enough people to teach the children and keep them safe. If there are not enough adults to safely open or if the site is too dangerous then the Head Teacher will recommend closing the school. This decision has to be ratified by the Chair of Governors.
- Any parents able to arrive earlier at school to help clear the pathways would be appreciated as we have more than most schools to clear. If the snow fall is particularly heavy, even if we are able to open, we may need to open later than usual to give us time to make the pathways safe to walk upon. Late opening times will be given out in the text and will be put as a variation on the schools closed web site.
- If we are open and Coleford schools are closed it is likely that the hot dinner service will not be available and you should send your child with a packed lunch.
- If we are open and **you make the decision that it is not safe for you to bring your child** to school, then you need to keep them at home and ring the school to let them know the whereabouts of your child. As the phones are likely to be busy please leave a message on the answer phone.
- When you arrive at school please stay on the salted pathways and bring your child in by the nearest door even if their classroom is at the other end of the school. This reduces the risk of slips and falls on the slippery surfaces.
- At the end of the day parents who usually cross the Rectory Playground will need to reach their pick up point by coming through school. If you wait at the main door until the children are ready to leave then staff will usher you through.
- While bad weather persists all after school clubs will be cancelled to allow staff to prepare for the next day and leave by 5 o'clock.

**We will always do our best to open but obviously the safety of the children and the staff must be our first priority.**

***These procedures will also be followed in the event of any other incident that requires the school to be closed.***