



Date	Review Date	Coordinator	Nominated Governor
October 2017	October 2018	Executive Head	Chair of Governors

Rational: With the weather forecast set to send us snow we need to be prepared for the difficulties that this might bring, the government(DFE) states:

If traffic organisations recommend only essential travel:

In the Department's view, essential travel includes pupils going to school to keep learning (and enable essential works to not have child care issues) and school staff going to work. The DFE is confident that Head teachers and parents will support this.

Therefore we need to think about the risks presented by our community setting as well as the risks within the school gates.

Risks: Icy footpaths

Snow covered playgrounds

Staff unable to get to work

The Plan:

Executive Head to make the decision whether to close the schools – Instigate the phone tree

Staff to be sent a text message ASAP to let them know if school will be open and to start planning how they are going to make every opportunity to get to work. Staff to consider sharing lifts, parking cars near main roads, public transport, walking and talk to their colleagues to come up with a plan.

Text(staff) – To inform them of closure, partial opening or total opening of the school

Text(parents) - Whether the school is closed, partially open or total open. If getting to school, Parents need to think about their journey, if they think this journey is not possible then they must phone the school and notify us that their child will be absent. Also whether club is open.

Radio notification – The local radio to be notified, ready for broadcast, of the school's position.

L.A./Academy – To be notified of the decision.

To minimize the risk to pupils as they come to school - Parents/carers take the final decision as to whether to set off on the journey to school. Junior pupils should be accompanied on their journey to school, if this is not possible please phone the school to confirm that you are happy for them to be alone on the journey and we will arrange to text you on their arrival and ask you to text us as they arrive home.

To minimize the risk to pupils at school - Only the designated paths to be used so that snow on the playground is not compacted down and then can be cleared more effectively to enable normal opening to be resumed as soon as possible. No pupils to be allowed outside. Movement will be kept to a minimum.

The school day:

Staffing levels will be assessed to ensure learning can take place.

One member of staff will be at the front gate and one at the car park gate, pupils will leave their parents/carer and walk down the designated path. They will be greeted by another member of staff who will direct them to their classroom.

Once the pupils are inside they will follow a revised timetable and curriculum.

The Curriculum:

Will focus on Literacy and Numeracy – personalised learning, fitting around the pupils who can get into school.

Games and music will be flexible and not guaranteed as dependant on the provider’s availability and time tabling.

Topic will fit in around available time and again not guaranteed.

Therefore for teachers planning for literacy and numeracy are the priorities.

At the end of the day, Y1 + 2 parents/carers will be asked to wait in the school hall. Classes will come to their nearest hall door and hand over the children to their parents/carer who will then leave via the emergency door and follow the designated path. YR parents/carers will be asked to wait in Badgers class and the classes will be brought in from the other room. Again the children will be handed over and they will be asked to leave through the outdoor classroom gate.

At the end of the day, Y3/6 parents will be asked to make their way along the designated path to wait in the school hall Y4/5 parents will wait in the gym, classes will be brought down and pupils handed over. All will leave via the designated paths. Those walking home alone will leave via the office so that a record can be kept to check they return home safely.

Parents/cares **will not** be able to use the school grounds as a cut through, therefore must walk around on the footpaths. For those with children in both schools you can make arrangements with gate staff to drop off and collect Junior pupils at the Infant gates.

The school leadership team reserves the right to change this plan at any time due to changing weather conditions. Communication of these changes will be via the school texting system.

Local authority guidance;

PROVISION FOR CHILDREN TO WORK AT HOME

Links to educational websites are on the school website to allow families to access work at home.

Where possible we will provide additional resources / work.

REVIEW OF CLOSURE

The Executive Head will take advice from local authority, and colleague Headteachers in Portsmouth to review how long the school should be closed.

RE-OPENING OF SCHOOL

The decision to re-open will be communicated to parents in the same way that the decision to close was.

APPENDIX B – Staff Telephone Tree**INFANTS:**

If the person you are due to call does not answer, please call Sue, Paul or Jackie to tell them.

Please **call** and do not text.

Sue Wilson	Jackie Smith / Gill Sheehan
Jackie Smith	Natalie Pullen / Kelly Taylor
Natalie Pullen	Sam Chandler / Paul Williams
Kelly Taylor	Bryony King / Kelly Rollings
Gill Sheehan	Rachel Carlyle/ Mary Sheridan
Rachel Carlisle	Jess Pearce / Katie Pannell
Sam Bailey	Natalie Kane / Vicky Clement
Kelly Rollings	Beccy Lippet / Emma Strange
Jess Pearce	Laura Moorhouse / Bryony Goodwin/Amy Baldaccino

JUNIORS:

If the person you are due to call does not answer, please call Sue, Paul or Jackie to tell them.

Please **call** and do not text.

Sue Wilson	Paul Walton / Gill Sheehan / John Fitzgerald
Paul Walton	Liz Davies / Jenny Kilsby/Marc Light
John Fitzgerald	Kim Taw
Liz Davies	Nina Marabese / Yvonne Amore
Nina Marabese	Matt Roberts / Jenny Byrne
Jenny Kilsby / Marc Light	Amy Heath / Caroline Stoneman
Yvonne Amor	Ryan Dyke / Sam McCracken
Amy Heath	Jody Shurey / Lisa Lewis
Ryan Dyke	Roz Brooks / Megan Baker/Chris Abley
Sam McCracken	Sarah Westley / Jesmin Ali
Sarah Westley	Lucy Fisher / Laura Say
Lucy Fisher	Michael Rooke

Once you have made contact please give the following message:

“The school is closed. Please phone the next person in the tree straight away.”

Other staff – Admin, TA, Sports, Music & IT staff will receive a text, but you may also phone any of these people if you have a contact for them.