



Hazel Wood High School - Adverse Weather - Snow Procedures

In the case of serious snowfall, the plan below outlines our decision making process and how you will be contacted if we have to close the school. We try our best to remain open but occasionally have to close if we believe that the weather is causing us concern that it is not safe for children, parents and staff to attend / remain at school.

Communication

It is critical that we have up to date mobile numbers and email addresses for all parents and staff to help ensure effective communication, so please can you ensure that we have an up to date number and email address.

Aim of the plan

This plan covers the contingencies made for a heavy snowfall which may result in **enforced school closure**:

This plan aims to prevent:

- The stranding of pupils and staff
- Unnecessary risks travelling to and from school through good communication
- Accidents in the school through good risk assessment

It is policy that school will open on all normal school days. However, in the event of a heavy snowfall, we cannot guarantee that staff will be able to attend school and/or that it is safe to open and a decision to close may have to be made. 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.

Decision

If the weather conditions are severe enough to force closure, this closure decision will be communicated to parents Via Text Message and the School Website.

The decision to close the school will be taken by the Headteacher and he will aim to take a decision by **7.15am**. However, weather conditions are closely monitored throughout the day and the Headteacher may decide to close the school at any point during the day if considered necessary due to adverse weather conditions. Equally, if weather conditions are severe a decision to close the following day might be taken the night before.



Hazel Avenue, Bury, Greater Manchester BL9 7QT

0161 797 6543

enquiries@hazelwoodhigh.co.uk

www.hazelwoodhigh.co.uk

Headteacher: Paul Greenhalgh



Additional Information

Closing School during the day

Students will be allowed to leave school following the advisory text that has been sent home earlier in the following manner:

- Students will meet in form room with their Form Tutor
- Families will text their son / daughter to give permission for their child to leave the building
- Students will be allowed to use mobile phones to text / call home during form time to get confirmation to leave.
- Students without a mobile phone will use land lines that are available in all form rooms.
- Once confirmation has been received we will allow students to leave to make their way home or to an agreed location, supervised by staff on duty as they leave the school grounds.

As you will be aware allowing students to leave school without permission is a safeguarding issue and we want to keep our students safe at all times. A member of staff will stay in school until all children have been safely collected / left site.

Delayed Start Procedure

Due to the nature and location of our school it is usual that students can access school easily but staff who travel maybe late or delayed. In this instance where the school site is safe and remains open students will be asked to meet in the sports hall supervised by staff until their form tutor collects them. Once all staff are safely in school lessons will begin following an extended form period.

Should I travel to school or not on a snowy day?

Always check the website first. Parents and staff have to decide whether it is safe for them to make the journey to school. Where possible, the school will try to ensure that there is someone at school to greet the pupils but if you arrive at school and no member of staff is present, *your children must remain your responsibility and should not be left unattended at school.*

Internal safety measures/checks

Salting – the Site Manager will ensure sufficient stock. Salting in and around the paths for access to the school will commence at 7am each day by the Site Manager as necessary and during the day if conditions require.

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



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