

St. Mary's Catholic Primary School

Hall Road, Scarisbrick, Lancashire L40 9QE

Tel No: 01704 880626

Acting Headteacher: Mrs J Preston, BEd(Hons), NPQSL

"Living and Learning Together—Shining in our Faith"



St Mary's procedures for heavy snowfall



Dear Parents/Carers,

Below are the procedures to follow in the event of heavy snowfall over the winter months.

We would only close our school completely if there was a serious risk to the health and safety of our children, parents and staff when trying to travel to and from school.

In the event of heavy snowfall and the school needing to close before the school day begins, the following plan will be followed:

- Mr Clarke, our site manager, will make an initial assessment of the transport and access routes to the school and communicate with Mrs Preston.
- Mrs Preston will make the decision if school is to close.
- Mrs Preston will communicate via email to all staff.
- Mrs Preston will communicate via the school texting system to all parents that school is closed.

Snow during the school day

- If there is prolonged snowfall during the school day that is likely to cause travel disruption, the school office will send a message to all parents inviting them to collect their children early from school. Children and families safety will always be the priority.

In the event of heavy snowfall and the school does NOT need to close, the following procedures will be followed:

- Mr Clarke, our site supervisor, will make an initial assessment of the transport and access routes to the school.
- Mr Clarke will inform Mrs Preston that the school can remain open.
- Mrs Preston will communicate via email (to all staff) and text to all parents of this decision.
- Mrs Preston will communicate via the school text system that the school is open.
- Mr Clarke will clear one main path to be able to access the school building safely. This will be the main pedestrian path from the church.
- The school office will keep the registration time open until 9.30am to allow children and parents extra time to arrive at school as safely as possible.

It is imperative that the school office has your **most up-to-date email address and telephone number**. If you change your email address or telephone number, you must inform the school office as this will be the way we communicate with you. Please ensure your child has suitable shoes and clothing if the weather is cold and icy.

Kind regards,

Mrs J Preston
Acting Headteacher



