



## Lovelace Primary School Snow, inclement weather or other emergency closure procedure



There are a number of occasions where it may be necessary to close the school for health & safety or supervision reasons related to:

- **Serious inclement weather** e.g. major snowfall, a significant storm
- **A major resource failure or major incident locally** e.g. boiler breakdown, lack of power, fire
- **For reasons of public health/ medical incident/ pandemic** e.g. significant number of pupils or staff unwell or e.g. a public health notification to close because of a notifiable disease

As a school we will do all we can to remain safely open in these situations but we will need every member of our community to be prepared, plan and 'step up' to help. Getting to school or work is usually regarded as an essential journey unless official guidance has been issued by the Met Office or similar government organisation. It is also impossible to plan for every eventuality or to please everybody all of the time; all members of the school community need to respect the decisions taken and support the school and children accordingly.

However, at times, there is no option but to partially or fully close the school. We apologise in advance for the inconvenience that this may cause.

In preparation for these eventualities we have put together a plan of expectations for the school community.

### **Should we have to close the school or implement a snow plan, you will be notified in the following ways:**

- Parent text messages will be sent to inform you whether the school is open/closed and whether you need to follow the snow plan – this is usually completed by 8am.
- If no information is sent / received, assume the school is open as normal
- The school's website <http://www.lovelace.kingston.sch.uk/> will post updates and inform you if there is a need to implement the snow plan with a link to the plan
- Information will be issued on Radio Jackie <http://www.radiojackie.com/listennowpage.asp>
- Parents can also check [Open check](#)
- Wait for updates from the school – please do not telephone or email the school as this will clog up our communication!

### **Significant snowfall or Severe Inclement Weather**

The LA sends the school regular long term weather predictions. These are used to give early warnings to the school community of significant weather events to help them individually plan & prepare. Our school premises team also makes necessary contingency plans.

In the event of snowfall, the local authority will have contingency plans to keep major roads and pathways open. Please contact the Royal Borough of Kingston if you have any concerns.

Within the school site, snow routes on school grounds will be cleared or salted or gritted but may ice over in extreme weather conditions so care should be taken and appropriate footwear worn. The school has to ensure that the building can be evacuated safely after heavy snowfall should the need to do so arise.



**Specific guidance is as follows:**

**Parents & Children:**

- ✓ Parents should have their own contingency plan pre-arranged in the case of inclement weather / snow e.g. *an alternative way to get to school, parking near a main road rather than on side street, walking to school* or if the school is closed
- ✓ Monitor weather conditions locally:  
<http://www.metoffice.gov.uk/public/weather/forecast/gcpu0em7w#?fcTime=1484179200>
- ✓ Everyone should, take care whilst on the school grounds
- ✓ Children should come to school in sensible outdoor footwear with a change for indoor use (normal school uniform) with coats, gloves & hat for outdoor play
- ✓ Parents should avoid bringing buggies or similar on RBK pathways or into the school grounds
- ✓ Registers will be left open until 9.30am to allow a longer period for getting to school
- ✓ Children may be allowed out to play, in rotation, where it is safe to do so
- ✓ Please send your child into school with a packed lunch as ISS may not be able to get staff into school to prepare a school dinner
- ✓ As the number of staff in may be fewer, children may be in doubled-up classes or supervised as a group and the curriculum may be more relaxed but learning or play based
- ✓ We will endeavour to open both the Devon Way & Mansfield Road gates. On arriving parents, children and staff should follow the pink routes indicated on the map at the end of this policy.
- ✓ If weather is particularly severe and / or the routes cannot be cleared in time, all pupils will enter via the main school office door via the black route indicated.
- ✓ If weather is forecast to be severe at the time of dismissal, we may implement a trickle out at an earlier time; details will be circulated on the day
- ✓ Parents should assume that all after school clubs will be cancelled unless the school notifies you otherwise but we will endeavour to keep Sunrise & Sunset Clubs operating
- ✓ Additional rules for children: no sliding / skidding / throwing of snowballs unless in a supervised game with a teacher.
- ✓ We welcome a team of parents and carers to help us clear snow in order to keep the school open: please sign up at the school office.
- ✓ Ensure the office has your latest mobile number
- ✓ Stay alert and check the school information outlets as described
- ✓ Prepare an individual contingency plan / risk assessment for getting your own child to school in the event of significant snow
- ✓ Schools are not responsible for the journeys which pupils have to undertake on their way to school - this is a parental responsibility.

Should we have to close the school for any reason – pupil learning:

If school was closed because of significant snowfall; because of the rarity of these events and the awe & wonder they bring, families might use it as an opportunity to walk/ play in the snow safely.



## Lovelace Primary School Snow, inclement weather or other emergency closure procedure



If closed for any other reason, a school closure curriculum should be followed by the child and parents can find the work/guide on our school website [Remote Learning page](#)

Within this area there will be a variety of options:

The children logging on (with their USO) to Busy Things and completing set tasks specific to their age group <https://www.busythings.co.uk/lgfl-login/>

In addition there will be a 'Tic Tac Toe' learning activity sheet set by the teachers in a year group that relates to past or current learning; children can choose and complete activities from this sheet to complete in any order. Ideally these can be completed independently. Should the closure be prolonged this would be updated by teachers at least once weekly.

### **Staff Guidance:**

#### **General:**

- Staff will be informed of arrangements via text message
- If no information is sent, assume the school is open as normal
- Journeys for school staff are considered essential and therefore a police warning to only make essential journeys means that school staff should travel
- Staff should have their own contingency plan pre-arranged in the case of inclement weather e.g. *an alternative way to get to school, parking near a main road rather than on side street, cover arrangements if their own child's school is closed*
- Due to the hilly nature of our car parks, staff may not be able to park on site. Staff should not drive cars from the top car park to the lower unless the snow has been cleared/ roadway gritted. Alternatives to park may be lower Mansfield Road & Stormont Way
- As snow conditions usually improve as daylight arrives / roads get cleared staff may be able to get into school safely at a later time than usual –staff should communicate this to the school if this applies to them
- If despite all of above you cannot get into school, telephone the school office or the DHTs mobile number or via the school office
- The staff dress code is relaxed so that you can wear weather-appropriate clothing & shoes
- There may be a necessity for staff to safely bring their own child into school with them if our school is open and their child's is not
- If 'working from home' is directed by the Headteacher: class teachers will begin Planning, Preparation & Assessment Activities that may include: writing annual reports, preparation of subject leader plans for intent, implementation and impact, planning of the curriculum areas for future lessons. Teacher will forward updates for their year group to the ICT lead for inclusion on the 'On Demand'

#### **Core First Responders (within a twenty-minute walk of school – see list)**

- The premises team led by Nick Mildenhall & Warren Dennison will implement their snow & ice clearance plan (see map) as early as possible. Ideally they will have pre-gritted if the weather was forecast. (see Health & Safety Policy). Snow clearance equipment will be out ready to use. Cleaners will be re-deployed ensuring floor coverings etc.,
- All first responders will be members of the WhatsApp group called "Snow Plan" First Responders will be contacted/ updated using this group when the snow plan is activated. All conversation within this group is confidential.
- Both caretaker & site manager will attend the school site from 7am if not before



## Lovelace Primary School Snow, inclement weather or other emergency closure procedure



- The core responder team to come into school safely **first thing in the morning as close to 7.30am** as soon as you know there is an issue e.g. significant snowfall, major closure road incident
- **The core local responder team are:** Matt Sedgwick, Wendy Bessent, Julie Bywater, Michael Bateman, Donna Rowles, Chris Ballard, Jenny Batten, Reanne Cooper, Howard Dutton, Annie Bedford, \*Caroline Boyle, \*Jo Coshan, (\*subject to child care). (hours may need to be flexible & amended accordingly). Other local staff will join them on arrival. About one third of staff live within a 2-mile radius of the school. The remainder are much farther afield.

**The core team will:**

- ✓ Implement the snow plan and check on progress of the Premises team
- ✓ Respond to staff calls about getting in
- ✓ Will ascertain whether there will be enough staff arriving in to open safely following any LA, police or locality guidance (if issued)
- ✓ Prepare and plan for the arrival of children & staff ensuring & deploying minimum ratios are met
- ✓ Ensure that the school can be evacuated safely if required and that appropriate first aid cover can be maintained
- ✓ Based on all available from local responders, contextual information and site health & safety assessment, the Headteacher or deputy will decide if the school will be open or closed and notify parents by 7.30am (if not before) through text, website, Opencheck & Radio Jackie.
- ✓ The Headteacher should inform the Chair of Governors & LA via the Senior School Improvement Partner (SIP) of any decision to close.
- ✓ If open, decide access routes into school and communicate to parents
- ✓ Ensure staff are out and about on the school site to monitor the safe arrival of children & staff

Updated 2022-23

**Lovelace Pathways Snow Clearing Plan**
