

## Graveley Primary School Snow Procedures 2017

When a decision is made to close Graveley Primary School in severe, snowy weather, it is done to ensure the safety of all pupils, parents and staff.

### Snowfall Overnight

The decision is made early in the morning and depends on local factors. **If severe weather is expected to last all day we close the school at 2:30pm** to enable parents and children to get home safely and avoid the heavy end of day traffic. However, occasionally it does not start snowing until the morning which can delay decisions.

You will be informed that the school is closed in the following ways:

1. **Parentmail** - An email message will be sent via Parentmail by 7:15am at the latest.
2. **Parent Text** - We will also send a text to the primary contact. Please ensure you pass the message on to the relevant carer.
3. **Twitter**: A tweet will be made on Twitter by 7:15am.
4. **Answerphone Message** - This will be changed by 7:30am. Please do not phone before then as calls block the telephone line and hamper the changing of the message.
5. **School Website** - When possible, the website will inform as to whether the school is closed.

### Heavy Snowfall Whilst School is Open

If a significant amount of snow falls and settles the school will close early. Again, you will be informed in the following ways:

- 1) **Parentmail.**
- 2) **Text**: Again, to the primary contact. Please ensure you pass the message on to your child's carer including childminders.
- 3) **Twitter**: A tweet will be made on Twitter.
- 4) **Answerphone**: The message will change to indicate the time that school is closing.
- 5) **School Website**: As before.

We endeavour to keep school open as we know how much closing impacts on parents' jobs. Please help us by ensuring we have your up to date contact details and your phone with you. When arranging for an earlier closing time we ask that you please adhere to this time and do not come earlier. It is disruptive to learning and classroom organisation when children are leaving throughout the afternoon.

Thank you.

September 2017