

# HOLY FAMILY CATHOLIC SCHOOL

*Snow plan*  
(November 2019)



## THE MISSION STATEMENT OF THE SCHOOL

*Holy Family Catholic School is a Catholic community embracing  
the clear Christian values of respect, service and justice.*

*We are a family of many cultures sharing one faith.*

*We exist to educate young people towards excellence in all dimensions of their lives,  
recognising the uniqueness of each and the equality of all*

## Holy Family Catholic School - Snow Plan

In the event of severe weather conditions including prolonged snow fall the Holy Family Catholic School may need to vary opening times and at short notice. The School will restrict opening times if in the opinion of the Head Teacher and Governors and based on the advice available on the day that the risk of travelling to and from school would be hazardous for students, parents and staff.

The school will endeavour to stay open for as many students as possible and aim to return the school to normal operation as soon as possible. Parents and staff should not travel to school if they cannot do so safely. This Snow Plan is intended to assist parents and staff should we experience these conditions.

The following information sources should be monitored on Snow days during the period covered by the Snow Plan:-

1. The school will use the Met Office website as the primary source of weather forecasts  
<http://www.metoffice.gov.uk/>
2. The school website  
<http://www.holyfamily.waltham.sch.uk/>
3. The school twitter account  
mobile.twitter.com @HFCSWaltham
4. Parent Mail  
School communications to parents (please ensure the School holds current email and mobile number details)
5. The local authority website  
<https://www.walthamforest.gov.uk/>
6. Local Radio  
BBC Radio London, LBC, Capital Radio

## The School Snow Plan

Phase	Indicators	Educational	Internal Arrangements
<b>1 Preparatory Phase</b>	<b>Snow is Forecast</b> Gritting in progress on public major roads	<b>Normal Operation</b> <b>Communication:</b> Parents and staff should monitor the information sources listed	<b>Maintenance:</b> Gritting and clearing snow from pathways  <b>Grounds:</b> Premises team to ensure school holds at least three days supply of salt/grit
<b>2. School Open</b>	<b>Light Snow is Falling or Expected to Fall</b> Public roads are open Public Transport is running	<b>Normal operation</b> First lesson may be cancelled if a high proportion of students arrive late and therefore will remain in tutor groups  <b>Communication:</b> Parents and staff should monitor their mobile phones / email for School notifications and messages. NB unless reported otherwise the School <b>will be</b> open	<b>Headteacher:</b> Review and decision  <b>Staff:</b> All staff are likely to be in  <b>Premises team</b> Start clearing snow and gritting process  <b>Reception:</b> Open  <b>Catering:</b> Subject to availability of supplies of food and drink  <b>Communications:</b> Managed by KLA / MUP
<b>3. Restricted Opening</b>	<b>Medium Snow is Falling or Expected to Fall</b> Roads are passable but speed limits are reduced and delays likely Restriction on some public transport services	<b>The School will open for students in exam years:- Year 11,12, &amp; 13</b> Public exams will be sat in the School The School may operate a reduced timetable of lessons between 10.00am and 3pm (with a short break for lunch)  <b>Communication:</b> School will issue notices and the website will be updated informing staff and parents of the arrangements in place	<b>Headteacher:</b> Review and decision  <b>Staff:</b> The majority of staff are likely to be in  <b>Maintenance &amp; Grounds:</b> Clearing snow and gritting are the priority work  <b>Reception:</b> Open  <b>Catering:</b> Available but may be limited  <b>Communications:</b> Managed by KLA / MUP

<b>4 School Closure</b>	<b>Heavy Snow is Falling or Expected to Fall</b> Extreme weather warning by Met Office Public transport likely to be cancelled  Severe disruption on roads  Police warning people not to undertake unnecessary journeys	<b>THE SCHOOL WILL BE CLOSED</b> <b>A decision will be made no later than 7.00 a.m.</b> School will issue communications and the website will be updated informing staff and parents when the school will be closed and when it will be reopen	<b>Headteacher:</b> Review and decision Chair of Governors consulted  <b>Staff:</b> Only staff who can get to the School safely, should come to work and may be required to assist in clearing the site of snow  <b>Premises:</b> Clearing snow and gritting are remain the priority  <b>Reception:</b> Closed, out of hours message on  <b>Catering:</b> Unavailable  <b>Communications:</b> Managed by KLA / MUP
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## Impact on education

On days when the school has restricted opening, pupils may not be taught by their usual teachers or in their usual classes, as there may not be a full quota of staff. If the school is open, pupils will be expected to attend and all unexplained absence will be unauthorised.

Pupils who ordinarily go home on their own must stay at school until home-time. Unless the children are actually collected, they stay in school until 3.10 p.m.

Pupils who are unable to get into school as a result of severe weather conditions will be marked in the register using the absence code "Y".

In the event of the school opening if teachers believe that a child could have travelled to the school, his/her absence should be recorded as unauthorised using code 'O'.

## Staff unable to get to school

The DfE guidance notes that schools who find that teachers are unable to get to work due to poor weather conditions should consider:

- Bringing together groups and classes with teachers and support staff working together
- Using other school staff or volunteers to provide cover supervision or oversee alternative activities
- Re-arranging the curriculum

## **Q&A – snow days school opening procedure**

### **When will the decision to close the school be made?**

The decision to stay open or close the school will be made by 7.00. a.m. on the day. This will be based on:

- the ability of staff to get into school
- the safety /conditions in the building, given the weather
- the likelihood of weather becoming worse during the day.

### **Will I be contacted in the event of snow?**

Yes, by one of the methods outlined above. However, school will not contact parents individually.

### **Do I need to contact school?**

If you decide not to travel because of the road conditions, please let us know your child is safe. Please don't phone school to ask if we are open/closed. This blocks the phone lines and makes it even harder to cope with the complex situation in school.

### **Should I travel to school?**

Check the website and Parent Mail 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.

If the decision is made to open the school, we will not close during the day even if the snowfall becomes heavier. We understand that parents may be delayed in collecting their children at the end of the day. We will look after the children until they are collected, however late this may be.

### **Will there be after-school clubs?**

No. Please keep the office informed if you are delayed on your way to collect the children. As always, we will look after the pupils until you get there.

### **When should I collect my child?**

Parents who decide to bring their children to school are welcome to collect their child early if it suits them, otherwise please collect at 3.10pm