

## NUTFIELD CHURCH (C of E) PRIMARY SCHOOL



### Nutfield Church (C of E) Primary School Mission:

- We are a church school, which believes in the importance of **community**, where people from all races, religions and cultures act in **peace** together.
- Our pupils, staff and families work together as a team, with **wisdom** supporting each other through our learning. We have **hope** in our challenges and in our successes.
- We recognise the **dignity** and ultimate worth of each person created in the image of God, further shaped by the person, teaching and example of Jesus. We look to the future with **joy**.

## SNOW PLAN

### Aim of the plan

Nutfield Church Primary School is committed to providing a safe and secure environment for pupils, staff, parents and any visitors involved in school related activities.

This plan covers the contingencies made for a heavy snowfall which may result in enforced school closure or restricted opening.

A separate set of operational procedures has been developed which incorporates detailed guidance for staff and forms the basis of the Emergency Plan.

### This plan aims to prevent:

- The stranding of pupils and staff
- Unnecessary risks travelling to and from school through good communication
- Excessive impact on children's education by alternative means of support
- Accidents in the school through good risk assessment

It is our intention that the school will be open on all normal school days even when some poor road conditions exist. However, in the event of a heavy snowfall, we cannot guarantee that staff will be able to attend school and a decision to close or restrict school opening 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 two hours** of closure (**8.30 – 10.30**). Thereafter, the school will be empty. Should it not be possible for a member of staff to be in school we will ensure that the office email address is checked and responses sent where possible: [info@nutfield.surrey.sch.uk](mailto:info@nutfield.surrey.sch.uk)

**If there is an enforced school closure, we cannot look after children.** However, those already delivered to school prior to a decision being made will be looked after until they can be collected.

### **Decision**

If the weather conditions are severe enough to force closure or restricted opening, this decision will be communicated by the following means:

- Via the school website - <http://www.nutfield.surrey.sch.uk>
- Parentmail
- Local radio BBC Surrey (previously BBC Southern Counties Radio)  
Tel: 01483 306306 website – <http://www.bbc.co.uk/news/england/surrey>  
Broadcasting frequency 104.0 to 104.6FM

Heart Sussex for Crawley and Surrey

Tel: 01273 430111 Fax 01273 430098

Broadcasting frequency 102.7FM

- Surrey County Council's website – <http://www.surreycc.gov.uk>

**The decision to close the school will be taken by the Headteacher and Chair of Governors and will be taken by 8.00am at the latest.**

**Restricted opening – where school is open but some staff may be unable to attend or where weather conditions may prevent some pupils from attending:**

Parents are asked to exercise extreme caution when dropping off or collecting children by car. We recommend parking away from the school in order to keep all children as safe as possible. At the end of the day, the children should be collected as usual but there will be no after-school clubs or staff meetings. Parents who wish to collect their children early due to the road conditions may do so.

On such days, children's access to the playground may be restricted. Parents are reminded to ensure their children have warm clothes and suitable footwear in case their journey is disrupted or they are stranded.

### **Communications**

As above, once a decision is made. The school phone is likely to be very busy and it may not be possible to get through so we would ask parents to use the means of communication outlined above instead.

### **Q&A – snowy days when school is open**

#### **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 so that we know the children are safe. This can be via email to [info@nutfield.surrey.sch.uk](mailto:info@nutfield.surrey.sch.uk) or the school phone line (01737 823239). If you are planning to come in to school but may be late please also let the office know so we can make suitable provision for lunch and allocate children to classes which may be not be the usual groupings.

**Should I travel to school or not?**

Always check the website and Parentmail. 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.**

**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 3.15pm.

**Impact on education**

On days when the school has restricted opening, children may not be taught by their usual teachers or in their usual classes, as we may not have our full quota of staff. However, we will ensure that we have an educationally valid day which will include English and Maths at an appropriate level.

**Support if stranded in school:** A member of staff will stay in school until all children have been collected.

**Food** – the school kitchen holds a small stock of food throughout the term which can be used to ensure a snack for anyone stranded.

**Heat** – as the system is gas-fired, this should not be affected. In the event of breakdown and the necessity to close the school, communication will be through the means outlined above.

**Snow Clearance and Salting** –If we are able to we will clear the site to allow safe access. We will keep parents informed via parentmail of any clearing sessions should parents wish to help in our efforts to open the school. Salting in and around the paths for access to the school will commence at 7.30am each day as necessary and during the day if conditions require.