

Meppershall Church of England Academy

Snow Plans for Adverse Weather Conditions

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| Responsible member | Ellie Corcoran |
| Governor | TBC |

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Introduction

This document sets out our policy on closing the school and informing all stakeholders of the procedures in the event of extreme bad weather and unplanned emergencies.

Although the policy for all schools in Central Bedfordshire is to remain open whenever possible, the school has a duty of care for the safety of children and staff. The Head of School, in consultation with Head of Poppy Hill Church of England Multi Academy Trust, may decide to close the school if the weather conditions are so severe that it is dangerous for children and staff to travel safely to, or from, school or the school site is not safe.

Scenario One

Extreme weather conditions at start of the school day

The Head of School and Head of Poppy Hill Church of England Multi Academy Trust will consult before the start of the school day. If they judge that it will be a risk for children to walk to school, Meppershall Church of England Academy will close and official announcements will be made.

Unless you are advised that the school is closed by one of the approved channels identified below please ensure your child is sent to school as normal.

We will endeavour to inform parents of a school closure before 7.45 am.

Scenario Two

Closure during the school day.

If insufficient numbers of staff report to school and the school site is unable to operate safely, then it may be necessary to contact parents, so that a sizeable majority of children can be sent home.

If the weather deteriorates significantly during the day, the Head of School and Head of Poppy Hill Church of England Multi Academy Trust may decide that Meppershall Church of England Academy shall close early, to allow children and staff to return home safely and official announcements will be made.

A skeleton staff will be maintained on-site to supervise children awaiting collection.

No child will be released early from school, until a parent or carer has collected him or her.

There are other scenarios which could lead to a school closure e.g. fire, flood, failures of heating/water systems etc. which might be individual to one school and in this event, the same methods of informing parents would be followed.

The agreed methods of informing parents and staff are;

- **School websites:** <https://www.meppershallacademy.org.uk/>
- **Local radio stations:** BBC Three Counties Radio 95.5FM **01582 637444** and Heart Radio 97.6FM **01582 676264 / 01582 676240**. Note: Parents/carers are asked preferably not to phone radio stations.
- **Teacher2Parent:** Additionally parents will be contacted via the Teacher2Parent messaging system receiving a text message or e mail.
- **SOS Website;** www.centralbedfordshire.gov.uk/webApps/SOS/ (Meppers2hxt53)
- Governors and local staff will display a sign by the school gate informing of a school closure