

# Snow Contingency Procedures

If we get significant snowfall during the course of this winter, our main aim will be to ensure the continuity of education for all of our students and therefore we will do our best to keep the College open.

However, there may need to be some temporary changes to our daily operations.

## Timings of the College Day

Should significant snowfall occur at some point during the College day, we may need to consider closing the site to allow both students and staff to travel home safely. Parents/carers will be alerted by text message and email, should it be necessary to do this.

Additionally, if we are likely to have prolonged periods of heavy snowfall, we may consider changing the timings of the College day in the short term. Lunchtimes would be shortened and the College day would finish slightly earlier. Those students who wished to remain on the College site would be permitted to do so and, unless there are extreme weather conditions, Aspire, our after school Homework Club, would still be provided until 4.30pm, unless it would be unsafe to do so. We would alert parents and carers should this be the case.

## Decision to Close

The decision to close will be taken based around ensuring the health and safety of our College community. If the College site becomes unsafe or we do not have enough staff on site to ensure adequate supervision, then we may need to close.

Should we have to take the decision to close, notification will be:

- Via our School Gateway system through both a text message and an email.
- Posted on the front page of our website.

## Have we got your up to date contact details?

This is a good opportunity to remind parents/carers that you must ensure that we have up to date contact details on our system. If you have changed mobile phone number or email address recently, please let us have up to date details.

## What will help the College?

If we are to do our best to ensure the continuity of education, we need parent/carer help as follows:

- Ensure that your child wears sensible footwear. Normal uniform rules in relation to footwear will be suspended. The priority is that students wear footwear that will keep their feet dry and provide a firm footing in icy conditions.
- Remind your child that throwing snowballs on the College site is not permitted. Whilst we do not want to spoil the enjoyment that snow can bring for young people, snowball throwing on the College site can become dangerous and we have a responsibility to do all that we can to keep students and staff safe.
- Drop your child off at the bottom of Castle Way and do not attempt to access this road by car. This road becomes treacherous and it is important that we keep the access route as clear as possible for emergency vehicles, school transport and staff to access the site.