



SNOW CLOSURE PROCEDURE

SNOW OVERNIGHT

The Olive Tree Primary School will always endeavour to open and remain open, however school must consider the health and safety of all pupils and staff before making a decision as the well being of all members of the school community is of paramount importance. The Headteacher has to ensure that sufficient members of staff are able to safely travel in to school and return home at the end of the day. The school is also aware that closure at anytime presents real difficulties for many families and in view of this has implemented a number of measures which may assist:

- IF ALL PARENTS CAN TRAVEL ALONG ST HELENS ROAD, ADELAIDE STREET & BRIDGEMAN STREET TO GET TO & FROM SCHOOL THIS WILL HELP GREATLY AS THESE FORM PART OF THE LOCAL AUTHORITY MAIN GRITTING ROUTES
- The Shree Kutch Satsang Swaminarayan car park will be closed during extreme weather
- Parents should ensure that their children have appropriate footwear and warm clothes (spare socks!)
- As usual pupils should not be on the school grounds before 8.40am.

In the event of closure, the school will attempt to inform parents in a number of ways:

School Website – Barring any technical difficulties the school will post an update by no later than 7.30am

E-Mail – Barring any technical difficulties an email will be sent out to all parents who have provided an up to date e-mail address by no later than 7.45am

Text Message – Subject to network availability the school will endeavour to send out a text message by no later than 8.00am

Class Dojo – Barring any technical difficulties the class teacher will post a message by no later than 8.00am

Parents should also check the Bolton Metropolitan Borough Council website using the following link:

<http://www.bolton.gov.uk/website/pages/Schoolclosures.aspx>

NOTE: If the school decides to open in the event of snowfall overnight parents should make every effort to ensure children attend school. If a child is unwell, as usual the school would expect a phone call to the office by no later than 9:00am. Without a call to the school the absence would be classed as 'unauthorised'.

All aspects of the overnight closure procedure remain the same and have been shared and agreed with the Board of Governors.



SNOW DURING THE DAY

In the event of extreme weather:

The school will endeavour to stay open until the normal time (3.20pm Mon-Thurs & 12.20pm Friday) however we would allow parents to collect their child(ren) following a text message from the school. The school must consider the health and safety of all pupils and staff before making a decision. In the event of closure during the day, the school will attempt to inform parents in a number of ways:

E-Mail – Barring any technical difficulties an email will be sent out to all parents who have provided an up to date e-mail address.

Text Message – Subject to network availability the school will endeavour to send out a text message.

NOTE: Families will have to make their own contingency arrangements in the event of overnight or day closure but any families unable to collect their child should feel reassured that they will be fully supervised until the end of a normal school day, although lessons may be adjusted. All after school clubs would be cancelled on that day. Where the school remains open in the event of significant snowfall during the day, all after school clubs will be cancelled and we will confirm this by text.

It is vital that the school has ALL up to date mobile telephone numbers.

SNOW AT SCHOOL

Children are naturally very excited by the snow. To enable them to experience and enjoy the snow with their friends, the school will very closely supervise our Reception and Key Stage 1 children.

In Key Stage 2 there will be ...

- A marked area where children may snowball sensibly
- An additional marked area where children may make snowmen etc.
- A supervised classroom will also be available for those children not wishing to go out or those without appropriate footwear and clothing

The school requests your support in reinforcing the message to all children that they must be sensible in the snow, bring extra footwear, gloves and scarves and possibly spare socks. Pupils must not throw snowballs near to the school building or car parks.

(Please keep this information for future reference)