

St Bernard's Catholic Grammar School

Snow Plan

Introduction

St Bernard's Catholic Grammar School will endeavour to remain open for as many students as possible for as long as possible. Parents and staff should not travel to school if they cannot do so safely. The School will restrict its opening if, in the opinion of the Headteacher, after consultation with the Chair of Governors, and based on the best advice available at the time, that the risk to parents, students and staff from travelling is too great or that sufficient supervision for students in school is not available.

All staff should make every effort to get into school provided it is safe to do so. If they are unable to get into school, they are requested to ring the staff absence line and leave a message.

Sources of Information

Weather forecasts: www.bbc.co.uk/weather
www.metoffice.gov.uk

Please search for Slough and or Berkshire and note both the 24 hour and 5 day forecast.

Email is via the school website and via Office 365 Outlook.

SIMS in Touch: is used by the School Business Manager, School Office, Data Manager, Headteachers's PA and the Cover/Attendance Officer.

SIMs in Touch can be remotely accessed by the all the above staff.

Phase	Indicators	Educational	Internal Arrangements
1. Preparatory	Snow is forecast Gritting is in progress on public major roads	Normal school day Parents should monitor information sources	Site Staff: Check salt/grit supplies Get equipment ready
2. School open	Light snow is falling or expected to fall Public roads are open. Public transport is running. School buses are running	Normal school day Field sports may be restricted Parents should monitor information sources. Unless told otherwise by the website or text, the school will be open.	Site Staff: Start clearing snow and gritting School Staff: All staff are likely to be in school. Staff to prepare work for the PLE/ClassCharts in case the weather worsens.
3. Restricted Opening	Medium snow is falling or expected to fall. Roads passable but speed is reduced and delays likely. Restriction on some	The school may operate a reduced timetable of lessons or be open to certain year groups. School will advise parents which year groups are to attend	Site Staff: Clearing snow and gritting are a priority. School Staff: The majority of staff are likely to be in school. Staff to prepare work for

	<p>public services</p>	<p>and/or hours of opening</p> <p>Public exams will be sat in school at the normal time.</p> <p>Decisions on mock exams will be made and advised to parents.</p> <p>The website will inform arrangements in place, and work will be available via the PLE/ ClassCharts.</p>	<p>the PLE/ ClassCharts in case weather deteriorates.</p>
4. School Closed	<p>Heavy snow is falling or expected to fall.</p> <p>Extreme weather warning issued by the Met Office.</p> <p>Public buses likely to be cancelled.</p> <p>Snow forecast of 10cm or more.</p> <p>Severe disruption to the roads.</p> <p>Police warning people not to undertake unnecessary journeys.</p>	<p>School closed</p> <p>Students to stay at home and undertake work via PLE</p> <p>Public exams will be sat at school at the normal time.</p> <p>Parents should monitor the school website for re-opening times.</p> <p>Message on Slough Borough Council website.</p>	<p>Site Staff:</p> <p>Safety of grounds a priority</p> <p>Icy areas marked</p> <p>School Staff:</p> <p>Only staff who can get into school safely i.e. walking, should come into school.</p> <p>Staff put work onto the PLE/ClassCharts remotely</p> <p>SMT:</p> <p>Organise a text message to all parents and staff via SIMS in touch remotely.</p> <p>Organise for the form to be completed and faxed to the LA.</p> <p>Arrange for local staff who can walk to school, to cover phones and reception.</p> <p>Appropriate message to be recorded on school answerphone and on the School Website.</p>

Agreed by the Catholic Life of the School Committee 6th May 2020

Next Review: Spring 2022