



### At Knights Enham Junior School we provide...

Inclusive and ambitious learning experiences where our school community feels safe and motivated to achieve their best.

**'Together We Achieve'**

### **Snow Plan Flow Chart**

#### **6:30am**

Mr Pude, our Site Manager, will telephone Mr Whitehouse, the Headteacher. He will report the conditions of the roads leading to the site, the staff car park and the paths around our school site. Consideration will also be given to how many staff will be able to safely arrive at school. If the site isn't safe or cannot be made safe in the 2 hours to opening, then the decision will be made to close. Mr Whitehouse will then contact the Chair of Governors and key staff in the school in order for our emergency closure procedures to take place.

#### **Between 7am and 8am**

The school closure will be reported on the Hampshire County Councils School's website which will list all of the closed schools in the Hampshire area. Once this is done, Hampshire will automatically notify the local radio stations of the closure. Mr Whitehouse will email all staff and the Business Manager will contact all parents via Text Message and Email.

The school closure will also be reported onto our school website and the Facebook Page. If there is no school closure reported by 8am, then school will be open as usual. There will be no need to telephone the school to 'check'.

#### **8am**

The severity of the snow will now influence the day's events. If there is a blizzard/more heavy snow forecast for the day, our site manager will leave the snow clearing until a safe and sensible time. However if this is the only heavy snow forecast, then the job of clearing the snow will start. To make our school site safe the paths leading into the school need to be clear and a playground, in order for an emergency evacuation to take place. The car park also needs to be cleared to enable staff to come to school. As you can imagine, this is back breaking work. We will post to the website when we are starting our snow clearing. The more people who can help, the better, and the quicker we can open!

#### **That evening**

The decision to open the next day will either be made by 10pm that evening or by 8am the following morning depending on the weather. Again, closures will be reported on the Hampshire County Council Schools Website, our website and our Facebook page. This continues every day until we can open again.

The key website you will need are:

[www.hants.gov.uk/schoolclosures](http://www.hants.gov.uk/schoolclosures)