



Our Lady of Lourdes

Snow and Adverse Weather Policy

October 2025



Our Lady of Lourdes Catholic Primary School

Snow and Adverse Weather Policy 2025- 2026

Preamble:

In the event of disruption caused by heavy snow the prime concern of the school must always be the safety of the pupils and staff.

If heavy snow falls overnight and continues into the following day, parents and staff are asked to observe the following procedures. The decision as to whether or not to send a pupil to school must be at the discretion of the parents/carers, taking into account factors such as local road conditions and the availability of child-care.

Members of staff are asked to make every effort to get to school although, again in severe conditions, they must make a judgement about the safety of travelling.

The school will communicate through PING, the school website, the Local Authority website, Community Facebook pages, BBC Sussex and Heart FM to provide information for parents and staff. In particular parents will be advised as to whether or not the school is open to operate a normal timetable, depending on the number of staff and pupils available. It is also possible that the start of the school day would be delayed to enable staff and children to access the site safely and that timetables for the day would be altered to ensure the safety of everyone. All these details will be communicated through the channels described above.

Applicable to: Governors, Staff, Parents and Children

Governor Responsible: Health and Safety

Person Responsible: Headteacher

Date for next review: October 2026

When ice or snow hamper movement around the school, in order to minimise the risk of injury to staff, pupils and parents, the site manager will ensure that all paths and steps around the school site are gritted or cleared of snow as soon as is practicable.

Prior to pupils being allowed to play outside in the grounds they will be warned by their teachers not to throw snowballs near windows, not to make slides on footpaths and to take extra care when playing in the snow. Pupils will only play outside under the supervision of an authorised member of staff.

Appendix 1: Snow Policy and Procedures - Information for Parents

Appendix 2: Snow Policy and Procedures – Information for Teaching and Support Staff

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Appendix 1

Snow Policy and Procedures - Information for Parents

In the event of disruption caused by heavy snow the prime concern of the school must always be the safety of the pupils and staff.

If heavy snow falls overnight and continues into the following day, parents are asked to observe the following procedures. The decision as to whether or not to send a pupil to school, however, must be at the discretion of the parents, taking into account factors such as local road conditions and the availability of child-care.

Any decision to close the school will take account of the safety of all our pupils and staff, some of whom travel a great distance to school each day. The Headteacher and Senior Leadership Team, in consultation with the governors where possible, will consider safety in relation both to travel, and to the situation within the school, where physical conditions and levels of supervision need to be suitable if the school is to stay open.

The school will send a Ping message to parents and update the Facebook page by 7:30am to inform them if the school is closed. They will also contact BBC Sussex and Heart FM to ask them to broadcast any information about school closure, on air and via their website.

Parents will continually be updated by the school Ping messaging service, the website and the Facebook Page.

Once the school is open, we will aim to remain open until the end of the normal school day at 3pm. In the event of extreme weather during the day resulting in some pupils being collected early, normal lessons may be curtailed and the remaining pupils assembled in groups under the supervision of authorised members of staff to await further instructions.

Unless parents give specific permission that their children may make their own way home, children will continue to be looked after at school.

Under these circumstances, and if parents are concerned, they are welcome to collect their children early. As telephone lines can become extremely busy at such times, parents must call into the school office to sign children out. We do not feel that during snow conditions it is appropriate for children to walk home unsupervised.

If at all possible, parents are advised that it is better to avoid bringing vehicles close to the school, as the road can become treacherous in snowy conditions. Children should not bring cycles or scooters to school, to help reduce risks for themselves and others.

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Appendix 2

Snow Policy and Procedures - Information for Teaching and Support Staff

In the event of disruption caused by heavy snow the prime concern of the school must always be the safety of the pupils and staff.

Due to some of our pupils living within walking distance of the school it is expected that all staff will make every reasonable effort to undertake the journey to school. It is appreciated that the journey may take longer than normal and therefore some staff may not be able to arrive before the normal start of school time.

In the event of severe weather, a decision to close the school will be made by 6:30am, 7.00am at the latest. The Senior Team will notify staff by text and email. Additionally, they will contact BBC Sussex and Heart FM to ask them to broadcast the information. Information will also be posted on the school website and the LA website. If you are unable to get into school or do not feel safe to do so you must contact Karina by telephone (not text) by 6:30am.

If absent, teaching staff should send in cover in the normal way; this should be sent to Karina and not involve photocopying of materials: the easiest thing to do would be to have 'Snow Work' ready in the case of adverse weather that can be easily given out. If the school is shut staff would be expected to work from home on tasks that they are able to complete such as planning. If you are unable to get into school, other directed tasks may be given via email from the Headteacher.

On arrival, teaching staff should report to the Headteacher or other most senior member of staff as appropriate. In the event of the normal timetable being suspended, a programme of activities will be organised for pupils who arrive at school. Teaching staff will be delegated to supervise these activities.

Once the school is open, we will aim to remain open until the end of the normal school day at 3.10pm for Reception and KS1 and 3.15pm for KS2. In the event of extreme weather during the day resulting in some pupils being collected early, normal lessons may be suspended, and remaining pupils will stay in their classrooms to await further instructions.

As always during snowy conditions, staff members are asked to be careful when driving to school and to do their utmost to come to school if we open.

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Communication Strategy:

In the event of the school being closed due to adverse weather, these are the lines of communication that we will use:

6am	Karina, Pier and Anita to liaise about the bus network – is public transport running?
6.15	Karina to telephone staff close to school (Michelle and Theresa) and ask what the weather conditions are like locally.
6.30	Karina calls Anita to seek advice on whether school should open
6.40	Anita to liaise with Headteacher at St Margaret's and will decide to either open or close. Anita to inform chair of governors Karina to inform the Local Authority, BBC Sussex and Heart FM. Kim updates website with information.
6.50	Jo – Sends out PINGs to Parents and Carers Kim – Informs after school club and lettings Mel to update Facebook page
7.00 (at the latest)	SLT inform staff via text and e-mail

The decision to reopen or close the school will be made on the following morning using the communications detailed above, unless a decision can be made earlier in which case staff and parents will be notified in the previous evening.

In the case of staff absence, colleagues and community partners will be informed via the website and updates via Ping and Radio Sussex.