

## **Snow/Forced Closure Procedure**

Parents should assume that school is open unless contact is made as detailed below:

### **A. In the event of the school needing to remain closed prior to commencement of the school day, the procedure is to:**

- 1)** Send a bulk email to an address currently receiving the weekly email.
- 2)** Send a text message to all parent mobile phone numbers held as priority 1 on the School Management Information System.
- 3)** Place a message on the St Aidan's website.
- 4)** Notify Stray FM if this facility is operating during a period of adverse weather.

All of these will be done as soon as possible but please be aware that there can be delays in transmission of the information in each case.

Parents are requested to avoid phoning school unless it is essential to do so as blocked telephone lines and occupied staff can delay the necessary responses detailed above.

### **B. In a situation where the weather deteriorates during the school day:**

The school will continually monitor the conditions and take decisions in cooperation with the Transport Services. Parents are encouraged to keep monitoring the school website where updates on buses will be placed. If the school has to close then a bulk text message will be sent to all parents identified as number 1 contact informing them of the time of closure. The school will do all in its power to ensure that pupils are not released from school until we know that is safe for them to leave and there is parental awareness of what is happening. It would help the school greatly if parents did not continually ring the school for updates or simply turn up at the school asking for their children to be released. Parents should be reassured that any decision taken will be mindful of the school's duty of care for each child.