

## SNOW PROTOCOL

### ***In the event of bad weather we all have a contractual obligation to try to get in.***

- In practice this means watching the weather and traffic reports, allowing enough time to 'defrost' the car and leaving earlier.
- We all need to make a decision early on if it is possible to get into school. At the risk of stating the obvious you would presumably make your decision on the basis of the road conditions near you and traffic reports. If you are coming some distance a phone call to an Upminster resident might help.
- Whatever happens you must let school know by 8.00am what your intentions are.
- If at 8.15am at least 14 teachers and 7 TAs (2 teachers and 1 TA per team) cannot be guaranteed for 8.50 am the school must be closed.
- The most senior member of staff (David Rickett, Jill Mackintosh, Nicky Wyman) on site at that time will make this decision. **As soon as you arrive in school please write your name on the staffroom whiteboard** to help the senior member of staff make this decision quickly
- All teachers and office staff have been issued with the Staff Contact List for ease of communications.

### **In Addition:**

1. Parents have been asked to phone school **after** 8.15 am.
2. An outgoing message must be left for parents/staff on the school answer-phone (one way or the other) by this time. **(Senior teacher or Office Staff)**
3. **ICT Technician** will put a message on the school website and update Open Check status via support.atomwide.com
4. **The School Business Manager** will put a message on Essex radio (95.3FM or 103.5FM) 01245 348348, (leave message on answerphone with name of school, dcsf number (311/2094) and name and position of staff member.)
5. **Site staff** will also put a white board at the front gate if we cannot open.
6. If there is a possibility of adverse weather please ensure that you leave work on your desk before you leave the previous evening if there is the possibility of you not being able to get in.
7. If school can open staff must be prepared to be deployed in classes other than their normal class in the event that we are 'under-staffed' in some teams. Pupils may also be 're-grouped'.
8. If school is open and you cannot get in at first please watch the conditions and aim to get in once things have eased. Phone school to let us know you are on your way.
9. Please read the attached Risk Assessment and note and implement the control measures as appropriate to the conditions.
10. **School Business Manager** to ensure that **ABACUS** is told that school is closed: Sharon 07921 360888, Kayleigh 07903 708764
11. Most senior teacher to ring **Chair of Governors, Julie Deacon** (number from School Business Manager).
12. The **School Business Manager** to ensure that the **LA** is informed.

Thank you in anticipation of your help.

Sara Sankey  
Head Teacher