



West Byfleet Infant School
We Belong, Inspire, Succeed

Snow Policy



Our school vision is 'We Belong, Inspire, Succeed'. This reminds us daily that children need to feel safe and secure within the school community, have opportunities to inspire their interests and have an enthusiasm for learning, as well as achieving success at all levels.

Member of Staff responsible	Headteacher
Date Policy Produced	Autumn 2019
Policy agreed/last reviewed	Autumn 2025
Next review date	Spring 2027
Is it a statutory policy	No
Does it need Governor approval?	No – Delegated to Headteacher

We recognise that heavy snowfall can cause significant problems for staff and families attempting to come into school.

Disruption to transport services may prevent many members of staff and children from coming in to school at all.

Ice and snow may cause hazardous conditions to road users and to those on foot.

This impacts on the number of people who are able to safely come into school on 'snow days'.

Decision Making

- The duty of care to our children and staff will always be at the forefront of any decision to either keep the school open in adverse weather or to affect a closure.
- We will always aim to keep the school open if possible, as we recognise the inconvenience of disruption to the normal school week. However, a normal school timetable may not be possible if we are running on a skeleton staff.
- Risk assessments will always be carried out to ascertain the rationale for decisions. We will make a decision as soon as is practicable, but it is possible that a final decision will not be taken until the morning when enough information is available.
- On days where adverse weather is forecast, the decision may be made the night before to extend the opening of registers to allow safe travel for all.

Factors that will affect our decision

- Whether there are enough members of staff able to travel safely to and from school in order to be able to provide satisfactory care for our children.
- Whether the severity of the weather conditions is on such a major scale that it is unlikely that many people will be able, physically, to make it into school.
- Whether conditions are expected to worsen or improve during the course of the day.
- Whether the school can provide lunch for the children.
- Whether the school grounds are sufficiently safe for children, parents and staff.
- Whether the school has sufficient heating.
- Whether the school has lighting and hot water across the site.
- Whether external agencies, e.g. police, local government, motoring organisations, etc, are advising against travel in our region.

Parent Advice

We advise parents not to set off for school without first confirming that the school will be open via the school website or text message/email.

Please ensure you have contingency plans in place for your child if school should close during the school day.

If School is open:

1. Before bringing children into school, parents are asked to ensure they have arrangements in place to collect the children from school early, if the need arises.
2. Parents should ensure that the school has contact details on which they can be reached throughout the day. Most information will be relayed by text message and email service or on the school website.
3. Please make sure children are dressed appropriately for very cold weather (mufti-clothes are permitted and we encourage layering items)

If heavy snow falls during the day when the School is open:

1. If heavy snow falls when the children are already at school and disruption is foreseeable, then parents should set off from their place of work or from home in plenty of time to ensure that they arrive at the school before the school closes.
2. It may be that parents are asked to pick children up early due to either problems with heating, or the need to close the school part way through the day to allow children and staff to get home safely before the weather deteriorates.

Please check text messages and/or emails regularly throughout the day.

Will parents be contacted in the event of snow closure?

Our website <https://www.wbis.org.uk/> should be consulted regularly.

We will communicate via school text message service and email to inform parents. Please, however, be aware that occasionally in bad weather these messages can be delayed.

To travel to school or not?

Parents have to decide whether it is safe and desirable for them to make the journey into school. Please be mindful of local advice from the police and motoring organisations and inform the school following normal absence procedures if you make the decision for your child not to attend.

Does it matter what time we arrive at school?

On 'Snow Days' school registers will remain open until 9.30am and we will expect children in from that time.

However, it is important that children sign in and register at the front office if they arrive later than 9:30am.

When should I collect my child?

School will close at the usual time, but should the decision be made to close earlier, parents will be notified by text message and/or email.

Please ensure we have up-to-date contact details for main contacts.

Will there be before/after school activities?

A decision will be made on the day and communicated to parents by school if any changes are necessary from the normal timetabled activities.