



SNOW PROCEDURES

We will make every attempt to have the school open every day but there are rare occasions when the weather makes this impossible. This may be because it would be dangerous for staff to travel into school if they live some distance away. It may also be possible on very rare occasions for the school site to be effected by ice or snow so that it is not safe.

In the event of school closure, a text will be sent to parents and a notice will be placed both on the school website and on the Local Authority website.

In the event of very poor weather the following procedure is followed:

- The Headteacher speaks to the Headteacher of Cheynes Infant School to make an initial assessment by 6:00.
- The Headteacher will contact the School Business Manager and Local Authority.
- The School Business Manager will contact the ICT Technician to add a message to the school website by 7:00.
- The School Business Manager will text all parents and staff by 7:30.
- All staff need to check their texts the school website or the Local Authority website for school closures.
- Local staff should attend school in case children arrive. Arrangements will be made for children to be collected or to be sent home after checking that adults will be able to receive them.
- Staff members who are unable to get into school should call the school and leave a message as early as possible.

Key websites:

School: [Sundonpark.luton.sch.uk](http://sundonpark.luton.sch.uk)

Local Authority: luton.gov.uk

(The school closure page of the Local Authority is http://www.luton.gov.uk/Education_and_learning/Schools_and_colleges/term-dates-school-closures/Pages/School%20closures.aspx)