



## SNOW & ADVERSE WEATHER POLICY

Please note that the following guidelines do not cover emergency evacuation due to a catastrophe.

### **During the school day:**

We are committed to minimising disruption to our students' education and will always endeavour to keep the school open wherever possible. When the school is open during poor weather conditions, staff will supervise all pupils but we cannot guarantee that the girls will experience a normal timetable, although staff will make every effort to teach as effectively as possible. If a skeleton timetable has to be invoked, meaningful and educational activities will be set.

Caretaking staff will clear paths wherever possible and salt or grit vulnerable areas. Any dangerous areas will be closed for reasons of health and safety and signs displayed.

A decision to close the school will be taken by the Head Mistress in consultation with members of Leadership. The decision will be made as early in the school day as is practicable, after consideration of the facts.

**Parents will be informed of closure by TEXT. A notice will appear on the home pages of both our school website and Firefly.**

**Junior School** parents will be asked to pick up their daughter as soon as possible from Wray Lodge. Members of the Admin team will be located in Wray Lodge to liaise with individual parents as they arrive. All Junior School girls will be kept in Junior School, preferably in their classrooms until their parents arrive to collect them.

If a Junior School parent wishes someone else to collect their daughter then the parent needs to email **Mrs Chris Kelly (juniorschool@nwc.gdst.net)**. To enable the school to be confident of the parent's identity she/he will need to quote the child's full name and date of birth. The girls who would normally travel home by coach will wait for permission to either leave school early on the coach or wait to be collected. If the coach is unable to run, parents will need to collect their child.

Girls in **Years 7 – 11** will assemble in their form rooms. Parents will be sent a text message which will enable them to give permission for their daughter to either go home on their own, or with another pupil, or to wait in school until she is collected. The girls who would normally travel home by coach will assemble in the Dining Room and wait permission to either leave school early on the coach or to wait to be collected. Professional Staff will disseminate this information as it is received.

Girls may leave once permission is gained from their parents. Girls needing to stay in school until they are picked up will be looked after by staff in designated classrooms.

Parents should report to Main Reception to collect the girls.

Girls above school leaving age, i.e. the **Sixth Form**, will assemble in their form room and remain with their form tutors. Girls should use their mobile phones to contact parents and to inform them that they are being sent home. The form tutor will keep a record of who has been able to contact parents, who will then be allowed to leave the premises. Any girl who needs to stay in school until she is collected, or because her parents are not contactable, will remain in school in a designated classroom. The Senior Prefect Team will be asked to stay behind and to go to Reception to act as runners. Those Senior Prefects who live at a distance from the school will be granted permission to leave once a replacement runner has been identified.

**Before the start of the school day:**

**Parents** should always make the decision to send their daughters to school in adverse weather conditions on the basis of their safety in travelling to and from Northwood.

Please consider the possibility of weather worsening during the day when making your decision.

**Where we have no alternative but to close the school before the start of the school day, we will contact parents via a TEXT message which will be sent by 7am. A notice will appear on the home pages of both our school website and Firefly; and as the situation progresses we will post updates on both areas.**

Emergency lessons will be uploaded on to Firefly, wherever possible.

Updated: February 2018

Due for review: February 2019