

New Monument Primary Academy Adverse Weather and Snow Plan

This plan covers the contingencies made for a heavy snowfall and other adverse weather which may result in enforced school closure or restricted opening.

It is our intention that the school will be open on all normal school days even when some poor road conditions exist. However, in the event of a heavy snowfall, we cannot guarantee that staff will be able to attend school and a decision to close or restrict school opening may have to be made.

If the school is closed, a member of staff (where possible) will be available at school to ensure that messages and communication are maintained for the first two hours of closure (8.30 – 10.30). Thereafter, the school will be empty. Should it not be possible for a member of staff to be in school we will ensure that the info@newmonument.surrey.sch.uk is regularly checked and responses sent where possible.

If there is an enforced school closure, we cannot look after children. However, those already delivered to school prior to a decision being made will be looked after until they can be collected.

Decision making and communication:

If the weather conditions are severe enough to force closure or restricted opening, this decision will be communicated by the following means:

- Via the school website - look at the Notice Banner on the home page
- Parentmail
- Local radio where possible

The decision to close the school will be taken by the Headteacher by 8.00am at the latest. SLT will notify all staff via email/Teams as soon as the decision has been made.

Restricted opening

Where school is open but some staff may be unable to attend or where weather conditions may prevent some pupils from attending:

- Parents are asked to exercise extreme caution when dropping off or collecting children by car. We will relax our normal high expectations of punctuality and no child will receive a late mark. At the end of the day, the children should be collected as usual but there will be no after-school clubs. Parents who wish to collect their children early due to the road conditions may do so.
- On such days, children's access to the playground may be restricted. Parents are reminded to ensure their children have warm clothes and suitable footwear in case their journey is disrupted or they are stranded.
- Once a decision is made. The school phone is likely to be very busy and it may not be possible to get through so we would ask parents to use the means of communication outlined above instead.

Q&A – snowy days and adverse weather when school is open

Will I be contacted in the event of snow?

Yes, by one of the methods outlined above. However, school will not contact parents individually.

Do I need to contact school?

If you decide not to travel because of the road conditions, please let us know so that we know the children are safe. This can be via email to info@newmonument.surrey.sch.uk or the school phone line 01483 769302. If you are planning to come into school but may be late, please let the office know so we can make suitable provision for lunch and allocate children to classes which may be not be the usual groupings.

Should I travel to school or not?

Always check the website and Parentmail. Parents and staff have to decide whether it is safe for them to make the journey to school.

Will there be after-school clubs?

No. Please keep the office informed if you are delayed on your way to collect the children. As always, we will look after the pupils until you get there.

When should I collect my child?

Parents who decide to bring their children to school are welcome to collect their child early if it suits them, otherwise please collect at 3.00pm.

Impact on education

On days when the school has restricted opening, children may not be taught by their usual teachers or in their usual classes, as we may not have our full quota of staff. However, we will ensure that we have an educationally valid day which will include English and Maths at an appropriate level. If there is a prolonged closure of the school, staff will advise work that may be completed remotely.

Support if stranded in school

A member of staff will stay in school until all children have been collected.

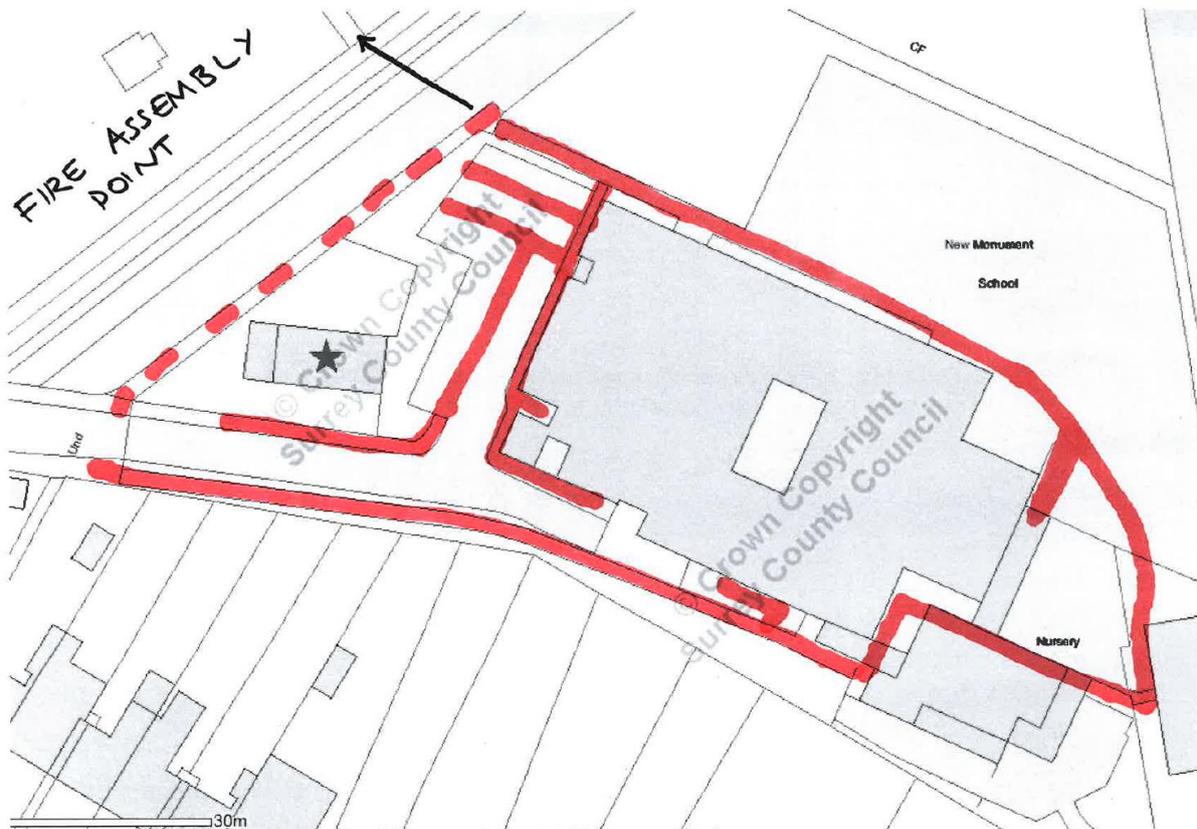
Food – the school kitchen holds a small stock of food throughout the term which can be used to ensure a snack for anyone stranded.

Heat – as the system is gas-fired, this should not be affected. In the event of breakdown and the necessity to close the school, communication will be through the means outlined above.

Snow Clearance and Salting – if we are able to, we will clear the site to allow safe access. Fire escapes and routes to be cleared and salted as a priority. We will keep parents informed via parentmail if there any change to normal routines. Salting in and around the paths for access to the school will commence as necessary and during the day if conditions require (see our Snow Plan Site Map attached).

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Site map



Note: snow clearance and salting in red.