

Action in the Event of Snow

In the event of heavy snow overnight:

If the school should be closed to students on Health & Safety grounds:

- The Headteacher will inform Leeds City Council.
- Please do not telephone school to enquire whether or not we are closing.
- It will be put on School Website and Leeds City Council Website.
- All staff must attempt to get into school when safely possible, even if you arrive late.
- When you arrive report to the main office to sign in.
- If staff usually travel by car and find they cannot use their car for whatever reason, they should attempt to come to school via public transport.

If the school should be closed to students and staff on Health & Safety grounds:

- The senior team will inform key members of staff, and relevant news will be cascaded to all staff via text message or email. In addition staff are advised to listen to the local radio.
- Staff will be based off site and should be involved in personal planning/marking/preparation at home.

In the event of heavy snow during the school day:

- A decision will be made by the Headteacher whether to close. This will be based on advice given through the media.
- All staff will remain on site until all the students are safely off the premises.
- The Headteacher will then decide if the school needs to be closed to staff.