

ACADEMY SNOW/ICE POLICY AND PROCEDURE



TRINITY ROAD, BRADFORD, BD5 OBE

In the event of disruption caused by heavy snow, the prime concern of the school must always be the safety of the students and staff.

If heavy snow falls overnight and continues into the following day, parents are asked to observe the following procedures. The decision as to whether or not to send a student to school must be at the discretion of the parents, taking into account factors such as local road conditions and the availability of child-care.

Members of staff are asked to make every effort to get to school although, in severe conditions, they must make a judgement about the safety of travelling.

Each academy will post updates on their websites to provide information on the situation. In particular, parents will be advised as to whether or not the academy is open to operate a normal timetable, depending on the number of staff and students available. In the event of having to operate with a small number of staff, the Senior Leadership Team will organise a programme of events on a daily basis. Where possible and practicable, an automated phone message will be generated by the academy to provide an update.

When ice or snow obstruct movement around the academy, in order to minimise the risk of injury to staff, students and parents, the site team will ensure that all paths and steps around the academy site are gritted or cleared of snow/ice as soon as is practicable (**see Appendix 1 – for Snow Clearing Procedure**).

Prior to students being allowed to play outside in the grounds, they will be warned by their teachers not to throw snowballs, not to make slides on footpaths and to take extra care when playing in the snow. Students will only play outside under the supervision of an authorised member of staff.

Information for Parents

In the event of disruption caused by heavy snow, the prime concern of the academy must always be the safety of students and staff.

If heavy snow falls overnight and continues into the following day, parents are asked to observe the following procedures. The decision as to whether or not to send a pupil to school, however, must be at the discretion of the parents, taking into account factors such as local road conditions and the availability of child-care.

The decision to close the academy will take account of the safety of all our students and staff, some of whom may travel a great distance to school each day.

The Principal/s will contact the local radio stations to ask them to broadcast the information.

Information will also be placed on the homepage of each academy website, which we ask parents to check for updates (www.dixonsmp.com or www.dixonsta.com).

Where possible and practicable, an automated phone message will be available (01274 424350) to provide an update.

Once the academy is open, we will aim to remain open until the end of the normal academy day. We will always seek parental permission before sending students home early.

In the event of extreme weather during the day resulting in some students being collected early, normal lessons may be reduced and the remaining students assembled in groups under the supervision of authorised members of staff to await further instructions.

For Dixons Music Primary students, children will continue to be looked after at school until a responsible adult comes to collect them. For Dixons Trinity Academy a text message will be sent home to all parents to advise that each child will make his/her own way home unless we are otherwise instructed.

Under these circumstances, and if parents are concerned, they are welcome to collect their children early. As telephone lines can become extremely busy at such times, parents must call into the academy reception to sign each child out.

If at all possible, parents are advised that it is better to avoid bringing vehicles on to Trinity Road, as the road can become treacherous in snowy conditions.

To provide parents with information during the day, updated information will be placed on the website.

Information for Teaching and Associate Staff

In the event of disruption caused by heavy snow, the prime concern of the academy must always be the safety of students and staff.

Given that most of our students live within a short walking distance of the academy, it is expected that all staff will make every reasonable effort to undertake the journey to school. It is appreciated that the journey may take longer than normal and, therefore, some staff may not be able to arrive before the normal start of school time.

In the event of severe weather, a decision to close the academy will be made by 6.45am.

The Principal/s will contact the local radio stations to ask them to broadcast the information.

Information will also be placed on the homepage of each academy website, which we ask parents to check for updates (www.dixonsmp.com or www.dixonsta.com).

Where possible and practicable, an automated phone message will be available (01274 424350) to provide an update.

On arrival, teaching staff should report to the Principal/SLT as appropriate.

In the event of the normal timetable being suspended, a programme of activities will be organised for students who arrive at school. Teaching staff will be delegated to supervise these activities.

Once the academy is open, we will aim to remain open until the end of the normal academy day. In the event of extreme weather during the day resulting in some students being collected early, normal lessons may be suspended and remaining students will stay in their classrooms to await further instructions.

As always during snowy conditions, staff members are asked to be careful when driving to school, especially when approaching the school site on Trinity Road.

APPENDIX 1

SNOW CLEARING PROCEDURE

Site Manager Responsibilities

- Monitor the weather forecast.
- Liaise with Caretaker to arrive at the Trinity Road site by 5am to assess the situation.
- Liaise with snow gritting company to arrange time of visit.
- Contact the school Principal(s) for further instructions on site safety/closure.
- Start to clear the snow from Category 1. Ensure, where possible, that any pathways and fire escapes around the schools are as clear as can reasonably be expected.

Category 1 Routes: High-use and high-risk primary pedestrian routes, external steps, external ramps, principal roads and junctions, fire escapes and key parking areas.

Category 2 Routes: Secondary roads and pedestrian routes with low use and low risk, remaining parking areas, dependent on severity of weather.

Category 3 Routes: Remainder of roads and other pedestrian walkways. In some cases, Category 3 areas may be cordoned off and signs put in place to ensure resources are appropriately allocated to priority areas.

BLACK ICE / ICE PROCEDURE

Site Manager Responsibilities

- Monitor the weather forecast.
- Liaise with Caretaker to arrive at the Trinity Road site by 6am to assess the situation.
- Liaise with gritting company to arrange time of visit if applicable.
- Contact the school Principal(s) for further instructions on site safety/closure.
- Start to grit the Category 1 areas. Ensure where possible that any pathways and fire escapes around the schools are as clear as can reasonably be expected.

Salt / Grit

Salt bins are distributed in strategic locations across the site and will be maintained by the Site Team. The Site Team will review stocks of grit/salt on a weekly basis during the winter months to ensure there are adequate levels to meet operational needs.

If the school is closed due to severe weather conditions, the Site Manager should remain on site until the end of the school day if it is safe to do so.