

## SANCTON WOOD SCHOOL

### NOTICE TO PARENTS: Winter 2016-17 – Snow Procedure

#### Early Morning

In the event of a **serious** snowfall, we aim to put messages out:

- On the website [www.sanctonwood.co.uk](http://www.sanctonwood.co.uk)
- On the school answerphone – 01223 471703
- On BBC Radio Cambridge 96 and 95.7 FM

We are keen to remain open whenever we can and our decision will be based on pupil safety and how many staff are likely to be able to come in to supervise / teach pupils on the day concerned.

There are likely to be two possible messages:

- a) we are completely closed
- b) the school will remain open for those pupils and staff who can safely manage the journey.

The latter is the more likely message, be aware though that there may well be a collapsed curriculum in such cases.

#### During the School Day

If the weather is deteriorating, and we believe that road conditions and public transport home are going to be problematic, we may close the School early. We shall:

1. try to alert you the previous day of the possibility
2. contact home for the pupils
3. put a notice on the school website
4. Ensure that there is an adult presence here until all pupils have departed.

Pre-Prep and Lower Prep children will be kept until collected.

Upper Prep and Upper school children will be dismissed once parents have been contacted.

Our Baby Unicorns and Unicorns Nursery classes are dependant on strict adult/child ratios and, although every effort will be made to provide a service, please be aware that we may have to limit the number of children we can accept. Regular updates will be posted on the website, it would be advisable to call the school prior to commencing your journey.

As travel after dark can be more difficult in poor weather, it is possible that we will keep the school open during the day **but close for prep, after school clubs and evening events**. A notice to this effect will be posted on the website.

*Richard Settle September 2016*