



# Snow Procedure Policy for Parents

## HWS Policy Management

### Document history

Review date	Version	Reviewer / owner (role)	SLT review	Approving body	Meeting date of policy approval
October 2025	1			SLT	13/11/2025

### Material changes since last publication

Section	Changes

This policy is reviewed every two years. The next review is due by **13/11/2027**

# School Snow Procedure Policy for Parents

## Highworth Warneford School Snow Day & Weather-Related Closure Procedures

Dear Parents and Guardians,

As winter weather can sometimes lead to hazardous conditions, the safety of our students and staff is our top priority. The following outlines our Snow Day and Weather-Related Closure Procedures to help keep everyone informed.

Our primary aim is to keep the school open as long as it is safe to do so.

### 1. Decision-Making Process

The decision to close, delay, or dismiss early due to snow or other inclement weather conditions will be made by the Principal. This decision is based on the following factors:

- **Road Conditions:** Assessment of local roads by district transportation teams and local authorities.
- **Weather Forecast:** Evaluation of the projected severity of snow, ice, or other hazardous conditions.
- **School Safety:** Consideration of building safety, including heating and access to facilities.
- **Public Services:** The availability of emergency services, such as police, fire, and medical teams.

### 2. Communication of Closures or Delays

We will notify parents and guardians through the following channels:

- **School Messaging System:** Parents will receive an email and/or text message through Arbor. (Mr Nye)
- **Website and social media:** Updates will be posted on our school's website and social media platforms (e.g., Facebook, Instagram). Mr Nye

*Please ensure your contact information is up to date in our records to receive timely notifications.*

### 3. School Delays

In the event of a delay, school may begin later than the usual start time. Common delays are 1-hour or 2-hour delays. In the case of a delay:

- **Bus Schedules:** Buses will pick up students according to the delayed schedule.
- **After-School Activities:** After-school activities will follow the adjusted schedule. If weather conditions worsen during the day, after-school programs may be cancelled.

### 4. Snow Days and School Closures

If the weather conditions are severe and pose a significant risk to student and staff safety, school may be cancelled for the day. In the event of a **snow day**:

- **No School:** All classes, after-school programs, and extracurricular activities will be cancelled.

### 5. Early Dismissal Procedures

If weather conditions deteriorate during the school day, an early dismissal may be necessary. Parents will be notified as soon as a decision is made, and the following will apply:

- **Parent Pickup:** If you plan to pick up your child, please do so as quickly as possible after receiving the notification. Students will be dismissed to authorised adults only.
- **Bus Riders:** Buses will depart at the adjusted time. Please be sure your child knows what to do if no one is home (e.g., go to a neighbour's house if necessary).
- You may also give permission for your child to leave school and go home or to an agreed safe place.

*Please ensure that your emergency contact information is updated and that your child knows what to do in case of early dismissal.*

## 6. Guidelines for Parents

We ask that parents remain flexible and prepared for possible changes to the schedule. Here are some tips to help:

- **Monitor Weather Reports:** In addition to school updates, please stay informed about local weather forecasts to help plan ahead.
- **Plan for Childcare:** If you are unable to take time off work on snow days or during early dismissals, please arrange for backup childcare in advance.
- **Student Preparedness:** On snow days, remind children to dress warmly, wear appropriate footwear, and stay safe outdoors.

## 7. Extended Closures

In the rare case of extended closures (e.g., several days in a row due to severe weather), we will provide information about continued learning options such as:

- **Remote Learning:** If feasible, we may transition to remote or online learning to ensure academic progress.
- **Additional Information:** Details about remote learning or any extended closures will be communicated through our usual channels.

## 8. Contact Information

If you have any questions or concerns regarding snow days, delays, or early dismissals, please contact the school office at [admin@warnefordschool.org.uk](mailto:admin@warnefordschool.org.uk)

We thank you for your cooperation and understanding as we work to keep everyone safe during winter weather events.

Sophie Hesten  
Principal  
Highworth Warneford School