St Paul's CATHOLIC SCHOOL

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9th November 2026

Dear Parents/Carers

As we approach winter, I am writing to outline our policy and procedures for dealing with adverse weather conditions. It is important to remember that each incident of adverse weather is unique and there may be a need to adapt the following guidance. We aim to remain open as far as possible in the event of adverse weather.

In the event of disruption caused by heavy snow, the prime concern of the school will always be the safety of the pupils and staff. The decision 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 childcare.

There are certain factors which may lead to the school closing, such as whether:

- there are enough members of staff to be able to provide sufficient teaching;
- the severity of the weather conditions is on such a major scale that it is unlikely that many people will be able, physically, to make it into school;
- the school can provide lunch for the children;
- the school grounds are sufficiently safe for children, parents and staff;
- the school has sufficient heating;
- the school has lighting and water across the site;
- the bus company is providing services;
- the car park is safe to use;
- external agencies, e.g. police, local government, motoring organisations, etc, are advising against school travel in our region.

If the school is to be open, we will post this on the website as soon as possible and normally by 7.00am on the day, as well as notifying you of this by InTouch. Please be aware that there may be some disruption to the normal school activities due to staffing levels.

If, for the reasons outlined above, the safest or most expedient judgment is to close the school a 'Closure Day' will be declared and we will post this on the website as soon as possible and normally by 7.00am on the day, as well as notifying you of this by InTouch. Children should access learning on SharePoint if school is closed.

When the school is open, we will remain open until the end of the normal school day unless heavy snowfall occurs during the course of the day. All parents are expected to have emergency plans in place so that children are not left in school for prolonged periods of time in the event of a school closure during the day.

The series of frequently asked questions on the following pages should answer any queries you may have.

Headteacher:
Jo-Anne Hoarty

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Problem-solving School

Please may I take this opportunity to remind you that the school will close on the rarest of occasions, but should I take the decision to do so it will be because I am concerned for the safety of your children.

Yours faithfully



Jo-Anne Hoarty
Headteacher

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Dealing with Adverse Weather Conditions – FREQUENTLY ASKED QUESTIONS

Will parents be contacted in the event of snow?

Our website should be consulted regularly by parents. We will also endeavour to send an InTouch message to everyone to ensure a clear message is sent. This document and the Emergency School Closure Policy can be found on the school website and gives clear instructions for snow days.

Do I need to contact the school?

There is no need to contact the school regarding your decision to travel or not; this will help avoid blocked phone lines.

To travel to school or not?

Parents have to decide whether it is safe and desirable for them to make the journey into school. If the school is open, and once we have established which pupils we have on site, we will construct a schedule for the day which will include, where possible, relevant academic work - especially for those who may be preparing for exams – and a range of activities aimed at making the day as productive as possible. If school is closed then pupils can access learning and revision materials on SharePoint.

Does it matter what time we arrive at school?

No. We will expect children to arrive throughout the morning. However, it is important that children sign in and register at the front office.

What will happen if heavy snow arrives during the school day?

In exceptional circumstances we may declare a 'Snow Day' resulting in the school closing before the end of the school day. This would be communicated to you via the website and InTouch. If you wish to collect your child(ren) from school before this time, you are welcome to do so, but please ensure they are signed out. When your child joined St. Paul's you received a booklet containing various parent permissions. You were asked to sign if you did not give your permission for us to release your child in the event of a school closure. If you would like to review or revise your permission for this then please contact Sarah Surridge via reception or email at sarah.surridge@st-pauls.org.uk. Please be assured that we will only take the decision to close the school during the school day if the weather is extreme, the bus company are advising us that they will cease services, or we have received advice from external agencies.

When should I collect my child?

If we have experienced snowfall but have remained open for the school day we will close at the end of the day. No clubs or activities will take place in order to enable staff to travel home safely. We will notify you of this via the website and InTouch. Anyone struggling to collect their child at the end of the school day, due to poor road conditions, transport arrangements, etc, should contact the school to inform us of the likely collection time. Please avoid coming into the school carpark if there is significant snow or ice as this may be dangerous for both you and our pupils.

Will there be after school activities?

There will be no after school activities, games, clubs or Homework Club. The library will also be closed. However, should you be delayed in collecting your child, please ring the school office to keep us informed. As always, we will look after the children until you are able to get here, but please remember that members of staff will be also be anxious to get home if the weather and road conditions are poor.