



St Ursula's Convent School

A Humanities College and Teaching School

MISSION STATEMENT

Our mission is to ensure that every individual achieves their potential through the pursuit of academic excellence and the nurturing of their gifts and talents.

To create a caring Catholic community is allowing everyone to develop and share in the love of Christ serving the world of today and tomorrow through the relationships we make and the service we provide to others.

SNOW PLAN **For Parents/Carers and Students**

Aim of the Plan

This plan covers the contingencies made for a heavy snow fall that may result either in 'Closure' or restricted school opening – called a '**Snow Day**'. A closure or snow day decision could be made at any time, this plan aims to prevent:

- The stranding of students and staff at school
- Unnecessary risks taken travelling to and from school, through good communication
- An impact on students' education, by alternate means of support
- Accidents in the school, by good risk assessment

Policy

It is policy that the school will open on all normal school days even when some poor road conditions exist. However, in the event of heavy snowfall we cannot guarantee that staff will be able to attend school and a decision to close or restrict school opening may have to be made. The school will be open during exam periods regardless. If the school is closed, whenever possible, a member of staff will be available at school to ensure that messages and communication are maintained for the first few hours of closure, thereafter the school will be empty. If staff are unable to get to school all communications will need to be made via admin@stursulas.com.

When the school is closed the school cannot look after students. Parents should check the school website before sending their child/children off to school.

Decision

If the weather conditions are severe enough to force '**Closure**' or '**Snow Day**', this decision will be communicated by one or more of the following means:

- Text message to parents/carers
- Published on the school website home page <http://www.stursulas.com>
- Message left on the school answer phone 020 88584613
- Message Board at gate if closed
- London Borough of Greenwich's website <http://www.greenwich.gov.uk>
- Status of all schools can be viewed on <http://opencheck.atomwide.com>

The decision to close/reopen the school will be taken by the Headteacher. A decision will be made as early in the morning as possible or even the night before if conditions are predictable enough.

Communications

Once a decision is made, the school phone is likely to be very busy and it may not be possible to get through easily. Only use the phone for emergency calls. Communication using emails is likely to be more successful and these can also be seen by staff at home. The school website will be updated regularly with information.

Public Exams

If applicable public examinations will go ahead even if there are heavy snowfalls and disruption to public transport and roads (and even if the school is closed for normal lessons); this is a decision made by

external organisations and not in the control of the school. It is the student's responsibility to monitor the weather and make whatever arrangements necessary to get to school on examination days. Students may wish to explore the possibility of staying with friends or relatives who live within walking distance of the school if they live too far away to walk in. If a student fails to attend an examination session they will need to defer the exam and pay the appropriate fee. We will try to be as flexible as possible in terms of start times for exams in the event of disruption to transport systems but students must make every attempt to arrive on time.

Advice to parents

Always check the website and your emails first. Parents have to decide whether it is safe for their daughter to make the journey into school.

Remember, in cold winter weather it is always advisable to carry extra warm clothing in cars in case you get stuck. You can get up to date information on weather conditions on the Met Office website (www.metoffice.gov.uk)

Attendance

If the school is open and your daughter does not come in it will be marked as an unauthorised absence, unless you have contacted the school to explain any exceptional circumstances.

Access to the site

If the snow is deep or there is significant ice, it is likely that the site will only be open to pedestrians.

After school clubs

There will be no after school clubs or activities.

Assembly

Due to the uncertainty of staff and student arrival, assemblies will be postponed.

Clothing

Layers are the best way of regulating body temperature in extreme weather.

School Uniform should still be worn to school by students.

Boots may be worn to get to and from school.

Students are expected to change in to shoes once at school.

No hoodies to be worn to or from school.

Appointments/Meetings

If school is CLOSED all appointments and meetings will be rescheduled. If the school is partially open these may go ahead unless we contact you to inform you otherwise.

Work for Students

If the school is closed, work will be set for students to do at home on the schools Virtual Learning Environment –SMHW. Teachers and Heads of Department may post messages on the website regarding pupil work.