

## 6.14 ADVERSE WEATHER PROCEDURE

(NMS Policy B19)

The following procedure is more commonly referred to as the school's 'snow routine'. It ensures preparation for, and an organised response to, snow and ice in order to maintain not only access to the school's services but also safety of all the members of the school community.

### 1. In preparation for the winter

The **Bursar** will ensure that there is at least 2 tonnes of grit on site and the generator is serviced

The **HM** will review the Adverse Weather Procedure with the SMT

### 2. If significant snow and ice are forecast

The **Bursar** will:

- a. Ensure that the footpaths and access roads around the Estate are adequately gritted
- b. Grit is applied to Water Lane (to and from the Rye Road)
- c. Brief the Grounds and Maintenance Teams on the action to take if significant snow falls
- d. Ensure the Catering Department has sufficient and suitable food in stock to feed the children in the event of reduced staffing and delivery of supplies
- e. Ensure the generator is tested

The **DMH (A) and Head of NPP** will:

Warn teaching staff of the likely need for them to set work for the children that they teach the following day.

Ask the IT team to send instructions for accessing the Pupil Intranet from home to parents. (The first day of site closure will be an opportunity for teachers to prepare work and for children to enjoy the magic and thrill of the snow, a traditional 'snow day!')

The **HM** will advise/remind parents and staff of the 'snow routine' if the teaching day is shortened or the school forced to close. This advice will be by email.

### 3. If significant snow and ice occurs outside school hours

The **Bursar** will:

- a. Take appropriate action to clear snow from the footpaths and access roads around the Estate and the Hawkhurst end of Water Lane using the Grounds and

Maintenance Teams and/or outside contractors (eg FGSagri tel 01233 820 055 or 07785 738 662) or local farmers (eg Andy Clarke of Park Farm on 0773 650 4929)

- b. Ensure the above areas are re-gritted
- c. Brief the HM re the accessibility and preparedness of the school site
- d. Ensure additional staffing of the parents car park and pick up/drop off if the school is to open

The **HM**, having taken advice from the DHM (A) and Bursar, will decide whether the school should open or not. If the school opens the HM will also decide whether to instate a shortened day (see below).

The decision will be communicated to parents in the following ways:

- The primary source of information will be the school's website (homepage), where updates will be posted at 7.30am, 2.00pm and 6.00pm (for the next day).
- Whenever changes occur in the course of a school day, text messages and e-mails will be sent to parents, as appropriate.

The decision will be communicated to staff by email.

- a. The **DHM (A) and Head of NPP will email teachers to inform them that work needs to be prepared for children they would teach.**
- b. Work will be communicated to children (years 4 and above) and parents (pre-prep and year 3) by email. Teachers may post material on the Pupil Intranet or within Teams, but will give initial instructions by email. The first day will be an opportunity for teachers to prepare for remote teaching and for the children to enjoy the magic and thrill of the snow, a traditional 'snow day!'

If the school is closed by heavy overnight snow on a boarding night, the **Head of Boarding** will contact the parents between 7.30-9.00 am

#### 4. If significant snow and ice occurs within school hours

The **Bursar** will respond as in paragraph 3

The **HM** will take advice from DHM (A), Bursar and Head of NPP as to whether to close early (see shortened day) or not.

If the HM decides to close the school early he will implement the Emergency Communication Procedure (Staff Handbook 6.2.3)

### 5. Shortened Day

- Drop-off for pupils in the Prep School and Nursery and Pre-Prep will be possible from 9.30am;
- Registration will be at 10.00am;
- Pick-up for children in the Nursery (if doing full day sessions) & Pre -Prep will be at 3.30pm;
- The After School Clubs will not operate
- Pick-up for pupils in the Prep School will be at 4.00pm / 5.15pm, as appropriate.
- The minibus service will not run
- The DHM (A) will publish to staff the timings of lessons

### 5. Standard shortened day' for the Prep School

#### **MORNING**

9.30am – Pupils arrive; go to Form rooms

10.00am – Registration

10.10am – Lesson 3

10.45am – Little Break, until 11.05am \*

11.10am – Lesson 4

11.50am – Lesson 5

12.30pm – Lesson 6

1.10pm – Lunch

\* Little Break will be optional – either outside (terrace and tennis courts only) or inside (Great Space); Wellington (or snow) boots will be compulsory outside; no snow balls or sledging allowed at Little Break.

#### **AFTERNOON**

(NOTE: no games; one lesson in the afternoon)

After lunch – All pupils go outside for “Snow Time”, until 2.50pm [possibly staggered in year groups]

From 2.50pm – All pupils get changed into school uniform, eat snack and go to Form rooms

3.15pm – Registration

3. 20pm – Lesson 7, until 3.55pm

From 3.55pm – Pick-up from Form rooms

**Person responsible:** JL

**Implementation Date:** 6<sup>th</sup> December 2010

**Revised:** 21<sup>st</sup> January 2013

**Reviewed:** January 2017

**Reviewed:** January 2022

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