



St John's
School Billericay

Snow and Adverse Weather Policy and Procedure

Date: September 2026
Those Responsible: Mrs A Fleming - Deputy Headteacher

To be reviewed: August 2027

St John's School Snow and Adverse Weather Policy

In the event of disruption caused by heavy snow or extreme weather the prime concern of the school must always be the safety of the pupils and staff. If heavy snow falls overnight and/or continues into the following day, parents are asked to observe the following procedures.

The decision as to whether or not to send a pupil to school must be at the discretion of the parents, taking into account factors such as local road conditions and other safety factors.

Members of staff are asked to make every effort to get to school although, again in severe conditions, they must make a judgement about the safety of travelling.

The school will send updates via the parent portal. In particular, parents will be advised as to whether or not the school can operate a normal timetable and whether the school will be open, depending on the number of staff available.

When ice or snow hamper movement around the School, in order to minimise the risk of injury to staff, pupils and parents, the facilities management team will ensure that pathways and steps around the school site are gritted or cleared of snow as soon as is practicable.

It is likely that children will remain indoors for break times, however, prior to pupils being allowed to play outside in the grounds they will be warned by their teachers not to throw snowballs near windows, not to make slides on footpaths and to take extra care when playing in the snow. Pupils will only be allowed to play outside under the supervision of an authorised member of staff and if appropriate clothing is worn.

The decision to close or open later will be made by the Head teacher in consultation with the site staff based on:

- Site safety
- Pupil and staff safety
- Staff to pupil ratios
- Weather forecasts
- Road conditions

Snow Procedure - Information for Parents.

In the event of disruption caused by snow, the prime concern of the school must always be the safety of the pupils and staff. If snow falls overnight and continues into the following day, parents are asked to observe the following procedures. The decision to close the school will take account of the safety of all our pupils and staff, some of whom travel a great distance to school each day. It will also depend upon an acceptable staff to pupil ratio.

The decision as to 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 other safety factors.

- In the event of severe weather, a decision to close the school or open later will be made by 7.30am. Parents and pupils are therefore advised, when it has been snowing, to not begin their journey to school until the announcement has been made at 7:30am.
- Information will be sent out via the parent portal to provide an update.
- It is likely that we will have a delayed start to the day, which is likely to involve an opening time of 10:00 am at the earliest. This enables our facilities team to clear pathways and parking areas for staff. We therefore ask that children do not arrive at school before 10:00 am as the site will not be ready for their safe arrival before this time.
- Once the school is open, we will aim to remain open until the end of the normal school day. In the event of extreme weather during the day the situation will be monitored and parents will be informed of potential early closure via normal communication.
- There will be no breakfast club, before school clubs or before school care in the event of snow.
- All after school clubs including homework club and the Extended Day for Kindergarten and Juniors will also be cancelled as we encourage our pupils and staff to travel home before it is dark and rush hour begins.
- If parents are concerned about worsening conditions, they are welcome to collect their children early. Parents must call into the school office to sign children out.
- It is unlikely that parking will be provided on the school playground, however we aim to ensure that the usual drop off facilities will continue to operate.

Snow Procedure - Information for Staff

In the event of disruption caused by heavy snow the prime concern of the school must always be the safety of the pupils and staff.

- It is expected that all staff will make every reasonable effort to undertake the journey to school. It is appreciated that the journey may take longer than normal and therefore some staff may not be able to arrive at their usual arrival time.
- In the event of severe weather, a decision to close the school or open later will be made by 7.30am. Teachers are therefore advised, when it has been snowing, to not begin their journey to school until the announcement has been made at 7:30am.
- The Deputy Head will set up a Whatsapp group for staff which will be used to send updates including a change to start time, parking arrangements etc. If possible, emails will also be sent to staff with updates, however the main communication will be by WhatsApp as staff may not have access to emails when at home.
- It is highly likely that we will have a delayed start to the school day. This enables the facilities team to clear pathways to allow the safe movement around school, as well as clearing the playground for staff parking. The children are usually asked to avoid arriving at school before 10am, however staff should aim to arrive before then in readiness for the children's arrival. Please aim to arrive from 9:30am onwards as there may not be anywhere to park if you arrive before this time. It is likely that lessons will begin at 10:15am, however this will depend on weather conditions and staff availability etc.
- Before school and breakfast clubs will be cancelled and it is highly likely that after school clubs, including the extended day and homework club will also be cancelled.
- On arrival teaching staff should report to the Headteacher or other most senior member of staff as appropriate.
- In the event of deteriorating and extreme weather during the day the situation will be monitored, and staff kept informed of the arrangements in place.
- We aim to provide staff parking on the playground and not on the lower car park.

As always during snowy conditions, staff members are asked to be careful when driving to school.