

## **SNOW/EMERGENCY CLOSURE**



It is important to clarify the procedure for all, should we experience a heavy snowfall.

In the event of heavy snow, THE PRINCIPAL will assess the situation very early in the morning and discuss the matter with THE BURSAR and THE DEPUTY PRINCIPAL. If it is decided that it is inadvisable to open, THE BURSAR will contact THE HEAD OF BOARDING who will make appropriate arrangements with Boarding Staff and Boarders. The PRINCIPAL will contact the School Secretary to activate Clarion Call which will advise all parents and staff of the school closure by Text and E-mail. The DEPUTY PRINCIPAL will contact the Website manager who will place a relevant announcement on the schools website.

The reason for deciding to 'close' the school is that it would be unwise to have the usual volume of traffic attempting to reach school at the usual time or it is deemed unsafe due possible discrepancies in Staff:Pupil ratios or to health and safety reasons.

All staff should attempt to come into school so that the usual duties can be carried out, e.g., clerical/secretarial, catering, cleaning, maintenance, teaching paperwork etc if possible. If it is not possible to teach because approximately two-thirds of the pupils are absent, the time in school can be used profitably for administration purposes. Staff will be advised via Clarion Call if the PRINCIPAL has made the decision that Staff should not attempt to come in to school due to Health and Safety considerations.

All parents and staff are advised to keep the office up to date with any mobile phone or e-mail address changes