

## THE IONA SCHOOL & THE IONA DAY NURSERY

### Snow and Closure policy

(Revised March 18)

The school and nursery will only close when we deem it a health risk for children and or staff to be on the premises.

In extreme weather situations such as snow and storm we may find this renders the staff unable to get to work. If we do take the decision to close we will consider every other avenue open to us before this.

However, we do need to have the children safely looked after by the appropriate number of adults as per Ofsted ratios. If extreme weather causes the staff to not be able to safely travel to work and we cannot, in an emergency obtain suitably qualified people, we will have to close.

This will be decided by the school manager or acting school manager, in consultation with at least two college members, who will be termed "the crisis team". Ideally, a trustee will be involved in this process, however, if they are not available, it should be the initial staff members.

We will inform BBC radio Nottingham and the Nottingham post of closures, staff to direct all parents to this and also the schools Facebook page/website for information.

please see;

- BBC Radio Nottingham: 103.8 and 95.5 FM
- <https://www.nottinghampost.com>
- [www.theionaschool.org.uk](http://www.theionaschool.org.uk)

#### **How the process will work this must be done by crisis team**

1) Call BBC radio Nottingham 0115 902 1890 to ensure that they are able to broadcast the news with the rest of the school closures. Radio Nottingham run schools closure on their Facebook page, also email Nottingham post on [newsdesk@nottinghampost.com](mailto:newsdesk@nottinghampost.com). update the school facebook and website.

2) Call and notify the nursery manager who will then inform their staff, parents and the cook, tell them to listen to radio Nottingham/ schools facebook/website/Nottingham post the following days for closure news

3) Call the school staff to notify them of closure do not text unless this is the very last route of contact tell them to listen to radio Nottingham/ schools facebook/website/Nottingham post the following days for closure news

4) The parents will be notified by email as soon as the closure is noted. Inform them to tell them to listen to radio Nottingham/ schools facebook/website/Nottingham post the following days for closure news.

If this is a dire emergency, with the children needing immediate pick up then the parents must be called.

The following days, the crisis team must communicate by phone by 7.30am to decide if the school will be able to open. If not, one member must notify the media and update the websites.

#### **Issue date**

This policy takes effect March 2015

#### **Review date**

This policy will be reviewed and revised by the school manager on an annual basis.

#### **Endorsement**

Full endorsement to this policy is given by:

Name: Mr Martin Taylor

Position: Iona School Trustee  
Signed: *MW Taylor*  
Date: 05/08/18

Related policies

- Disaster policy
- Lockdown policy
- bomb threat policy

Iona School & Nursery