



St. Peter's

Church of England Primary School

LOVE LEARN SHINE

Shine in the light and love of God.

Unavoidable School Closure Procedure

On occasion due to extreme weather or other unforeseen circumstances school may have to employ one or more of the following arrangements;

- Alternatives routes to enter school
- Delayed opening. In this case Fun Club will not open in the morning.
- Early closing. In this case Fun Club will not operate.
- Partial closure. In this case Fun Club will not operate.
- Full closure. In this case Fun Club will not operate.
- Cancel or postpone of after school clubs and events or meetings.

We will do all we can to ensure school is fully open during term time however this must never come at the expense of the safety of children, families and staff.

Although these situations are rare it is important to have clear procedures to support the efficient and safe management of the occasions when this might happen. This document sets out those procedures.

We will always aim to make timely decisions and give as much notice to families as possible while also refraining from making decisions too far in advance of knowing if the forecasted weather actually materialises. As I am sure you can appreciate this is a delicate balance and we are grateful for your patience and understanding.

Parents should **always assume that school is open unless contact is made** as outlined below.

In the event of school needing to close;

1. An email will be sent to both the first and second contact held for each child.
2. A text message will be sent to alert the first and second contact to the email.
3. A message will be posted on the school website in the news section.
4. School will inform [Your Harrogate](#) to request details are posted on their [Snow Closure](#) list.

These actions will be taken as soon as the decision has been made. **No message means that school will be open as usual.**

Telephone: 01423 569684

Headteacher – Mr Paul Griffiths. Belford Road, Harrogate, North Yorkshire, HG1 1JA

Email: admin@stpeters.ycst.co.uk Website - <https://stpeters.ycst.co.uk>

Part of Yorkshire Causeway Schools Trust, a charitable company limited by guarantee registered in England and Wales with company number: 07663935. Registered Office: St Aidan's CE High School, Oatlands Drive, Harrogate, North Yorkshire, HG2 8JR.





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Where possible, we ask that parents avoid phoning school to check if school is open. We try to keep the phone lines open so operational staff can take the actions outlined as quickly and efficiently as possible. If your child is ill then please do let us know. If you are able to do so by email rather than phone this is preferable. Emails should be sent to admin@stpeters.ycst.co.uk

If bad weather is forecast please do ensure your child is appropriately dressed including appropriate footwear such as wellies.

Travel and Transport

If you travel into Harrogate please do not send your child if there is a foreseeable possibility that you will have difficulty collecting them early and or getting home safely later in the day. Even if school is open please do not send your child if you feel there is a risk to their safety in making their journey to or from school. Any absence in these circumstances would be categorised as authorised.

Early Closure

If there is a significant change in the weather during the school day after opening or local disruption becomes significant then sometimes for safety reasons it is necessary to close school early so children and staff can travel home. When this is the case we will use the same communication methods as outlined above.

If school opens as usual we will do all we can to remain open for the length of the full school day. With conditions often changing and forecasts varying it is always a delicate balance to choose the right moment to close. We will always do our very best to keep families fully informed in a timely manner.

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Snow and Ice Access to School Site/Building Contingency

It may not always be possible to clear and grit the full one-way system of paths around the whole school throughout the winter. If this is the case we may apply the following contingency plan.

Paths to the main front door and the double doors at the front of school will be cleared and gritted. A path across the front the playground to the gate leading to the car park exit will also be cleared and gritted.

Children in Year 5&6 will enter school through the main front door. All other year groups would access through the double doors leading into the hall. Parents can then exit via the gate into the car park. Staff will be in classrooms to greet children and there will also be staff on hand in the hall and corridors to help guide and supervise children to their classrooms.



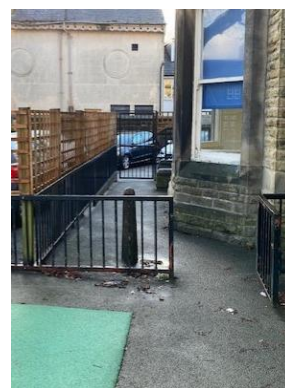
Year 5&6 to enter via these doors



All other classes enter via these doors



A path across the front playground will be cleared and gritted



Adults can exit through these gates after drop off.

We are grateful and appreciative of your support and assistance with our arrangements for unforeseen circumstances.

Thank you.

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