

Snow Procedure

For The Bridge Easton School, Norfolk

1. If there is significant snow fall which may result in school being closed then the Headteacher and Assistant Headteacher will talk between 5:45 - 6:00am.
2. Headteacher may also talk to Principal at Easton College.
3. Headteacher will talk to CEO prior to decision being confirmed.
4. Headteacher will then inform Norfolk County Council (NCC).
5. Headteacher will inform staff by email and initiate closure communication tree.
6. Assistant Headteacher (Claire) will inform transport.
7. Assistant Headteacher (Kelly) will inform parents.
8. Assistant Headteacher (Kelly) will inform supply agencies.
9. Office manager will inform catering team.
10. Training and Development Team to update the website www.thebridgetrust.academy after communication with the CEO.