

Snow Procedure

For all Bridge Trust London Schools

1. If there is significant snow fall which may result in a school being closed the local Premises Team will contact the Estates and Facilities Manager
2. The Estates and Facilities Manager will alert the CEO
3. Following risk assessment and discussion with the headteacher, the CEO will decide on closure if appropriate
4. Staff and parents will be informed shortly after 07:00 via text message if the school is closed. Details will also be placed on the school website:
www.thebridgetrust.academy
5. If the CEO and the headteacher makes the decision to close the school, it will be on the grounds of Health and Safety.
6. If the decision is made to keep the school open, please take every step to ensure your own safety. Wear appropriate clothing and footwear, adjust your setting out time, journey, and mode of transport if necessary.
7. If an individual school within the Trust closes but other schools remain open, staff should make their way to the nearest open school to assist. This is of course subject to local transport conditions, and if it is safe to travel.
8. Staff should assume the school will be opening the next day unless they are notified as above.

Roles and Responsibilities

1. Headteacher to contact transport, catering, etc
2. Headteacher to send a text alert
3. Training and Development to update the website after communication with the CEO

