

**Edwinstree Internal Procedures
in the event of a daytime closure due to snow**

Our procedures will be as follows:

- On a morning with potential school closure, students will have an extended registration, so the form tutor is aware of the parental instructions provided in the ROA. ie checking which KS3 students have permission to exit without adult supervision, who is collecting siblings, and who is the designated pick up person for KS2 students.
- Once we have made the decision to close the school, students will return to tutor groups at an agreed time and parents will be notified of the closure and the exit times of students.
- Students who travel by school transport will be sent to the Gym and Senior staff members will register them again, to make sure that they get on the buses safely.
- Next KS3 students with siblings and parental consent to walk home, will collect their sibling and then exit from the bottom gate, once signed out by their tutor.
- The remaining KS3 students who have permission to walk home exit the school via the bottom gate.
- All remaining students will return to the hall with their form tutor, until the designated person arrives to collect them as confirmed in the ROA.
- Parents arriving at school will then be invited to enter the Hall to collect their child. If you arrive on mass we will stagger this to 20 entering at a time.
- In the event of a parent being delayed due to adverse weather conditions, students will be safely supervised at school.
- Please make your child aware of the arrangements you have made in their ROA for them to be collected in the event of emergency school closure.