



COPTHORNE PREP SCHOOL

SNOW POLICY 2025–2026

This is a whole-school policy and applies to all members of Copthorne Preparatory School, including EYFS.

Version: THREE

Author: Mrs K McGregor, Head of School

Reviewed: August 2025

Review date: September 2026

Approved by: Mrs Anne Fletcher, Chair of Governors

- We aim to keep the school open so that we can continue to teach the children. However, we are sometimes faced with the unexpected need for closure and this may be under Police advice during or after heavy snowfall.
- We are not able to guarantee adequate staffing for the safe and responsible care of your children if weather and road conditions are treacherous. We do not want to be in a position where children come to school and have to be turned away. We are not allowed to operate Nursery or Reception classes without the correct ratio of staff to children.
- Many of our teaching staff, support staff and kitchen staff do not live within walking distance of the school. Some live out of the county. Their safety in getting to work must also be considered in closing the school.
- In the event of closure we will use both the website and our messaging software to advise parents of any decision either the night before, if obvious, or early on the day itself. If unpredicted snowfall during the day forces an early closure you will be contacted so that you can put your own emergency collection plans into place.
- All contact numbers should be available to the school and if you nominate another parent to collect your child please confirm with a telephone call or email on the day that closure is announced. Each child leaving the building mid-way through the day is recorded so that we know the children have left safely.

These are the most commonly asked questions:

Will I be contacted in the event of snow?

A message will be sent to all parents and staff and details will be posted on the school website. If there is a heavy fall of snow during the school day, the school will contact all parents about the arrangements to collect the children as soon as possible. There will be clear information on the front page of the website by 7.30am if the school is to be closed.

Do I need to contact the school if my child will be absent?

If you feel that your journey is too hazardous after snowfall, please contact the School Office to advise us if your child will not be in. We have a designated mark to put in the Register for this eventuality. If the school is closed on Police advice or on the Headmaster's judgement a standardised mark is entered for all pupils.

To travel to school or not?

Parents and staff have to decide whether it is safe and practical for them to make the journey into school. Plans should be in place for the return journey if the weather conditions deteriorate. Each person's circumstances are different.

What should the children wear?

If the school is able to be open, the children should wear warm home clothes with gloves, hats, scarves and wellington boots. It will also be helpful to have a change of clothes should they go outside and get wet.

When should I collect my child?

Parents who feel they need to collect their children early are welcome to do so. Please contact the School Office in advance so that we are aware of your intentions and we can get your child ready and record their dismissal.

Where do I go to drop off and collect my child?

Please use the small roundabout outside the front entrance to drop and collect the children. We can then ensure that the children are registered and the child's dismissal is also properly recorded.

Will there be After School Clubs?

All After School Clubs will be cancelled to enable pupils, parents and staff to get home in a timely manner. School will finish at 3.30pm in the event of heavy snowfall.

How long will the school be closed?

We do not like to close the school at all and will open as soon as possible, even if the timetable has to be modified. The opening of the school will be notified to all parents and staff by an iSAMS message and it will be on the website.

Will my child be given homework?

There will be activity packs available for the children on Parent Zone for all parents to access for their children should you wish to.

Please check the school website regularly.