



Snow Day Procedure

2021-22

Office use

Published: November 2021	Next review: November 2022	Statutory/non: Non-statutory	Lead: Mr R Ellis (Assistant Principal)
Associated documents:			
Links to:			



Snow Day Procedure

Step 1 (5:00am)

Site Staff clear and inspect site.



Step 2 (6:00am)

D Sharrard (Site Manager) to contact M Pennington (Principal) and decision to be made to remain open or close to be verified by H Widdup (Executive Principal). Message content to be decided that will be communicated to staff and parents.



Step 3 (6:00 – 6:30am)

Chair of Governors, DAT, Staff, Parents and Students to be informed of decision.

- M Pennington (Principal) to contact K Turner (Chair of governors)
- M Pennington (Principal) to contact P Bailey with message to go out to stakeholders via email and text through Weduc.
- P Bailey to update NG Alerts to inform local media.
- P Bailey to contact marketing to update the academy website, Facebook and Twitter.
(www.holgate-ac.org.uk)



Step 4 (Staff)

If the school is open and staff are unable to get into school, or are delayed (due to childcare, travel, or other issues), they must call in no later than 7:30am and keep the Academy updated whenever possible if en-route.



Step 5 (Keeping informed throughout the day)

Further information might need to be posted on the academy website and other messages may need to be sent out to staff.

Please note the decision might be made to open the school for specific year groups only or a single site (e.g. Hillcrest). Staff may be asked to sign in at Hillcrest only for safety reasons. This will be made clear on the Academy website notification.

If either The Holgate Academy, or The National Church of England Academy do fully close, the decision will also be made to close the Hucknall Sixth Form Centre. M Pennington (Principal), S Hall (Head of Holgate Sixth Form) and J Cliffman (Head of Hucknall Sixth Form Centre) will liaise to co-ordinate decisions.

For all students that are not able to access lessons on site, lessons will move to remote learning using Teams and following the normal timetable.