

## School Opening & Closure Procedures in the Event of Snow

Dear parents / guardians

### **School Opening and Closure Procedures in the event of Snow**

We will always aim, where possible, to keep the school open. However, if we do decide to close the school, this will be based on the safety of the school site and the availability of public transport. This decision will be taken as early as possible, in liaison with Bishop Wordsworth's School because of our sixth form collaboration, and a notice will be placed on the home page of the school website by 7am. We will also notify Spire FM and BBC Wiltshire Radio.

If a heavy snowfall occurs during the day, or if we are notified that public transport routes will stop operating, we may need to close the school early in order to ensure that students can reach their homes safely. If we take this decision we will e-mail you and post the decision to close on the website. If you are contacted directly by your son/daughter in these circumstances, and before we have announced a decision requesting collection from school, please make them aware that you are awaiting a decision by the school and that they need to wait until told by a teacher that the decision to close early has been taken. Information regarding any changes to the school's operating arrangements will be renewed each day concerned; the assumption should always be that the school is open as normal unless there is information given to the contrary for that day.

We hope, regardless of the weather, to open the school in order to allow those taking external examinations to sit their exams. We advise these students, if living a distance from the school, to consider staying with a friend living within walking distance of the school where possible.

In the event of a school closure, students will be sent work either via the VLE or through their school email account.

Michele Chilcott  
Headteacher

### **Adverse weather conditions – Exams advice**

In the event of the school not being open for normal lessons, exams will still proceed for those students who are able to travel in safely. If your normal journey to school could be hazardous in heavy snow it may be advisable for you to make arrangements to stay in Salisbury tonight.

Please give the Exams Office advance warning if you will not be present for your exam by sending an email to this address: [exams@swgs.wilts.sch.uk](mailto:exams@swgs.wilts.sch.uk). Alternatively, please phone the main switchboard (01722 323326).

The rules regarding arrival times still apply despite any travel delays due to the weather:

- a student must arrive by 10:00am for a morning exam or by 14:30pm for an afternoon exam;
- alternatively, she must be under the supervision of a member of SWGS staff by these times otherwise her paper may not be accepted by the exam board.

Mr Evans  
Examinations Officer