**Snow Schools – 2014/15**

This year we are asking that schools and community establishments undertake Snow Schools differently.

Headteachers and Community Learning Managers are asked to undertake the following:

* Send details of staff for your establishment living within the Edinburgh area **who will not** be able to make it to their normal place of work on a “snow day”. We need the following:
* Staff Name
* Sector, Primary/Secondary/Nursery/Special
* Postcode
* Normal place of work
* Job Title
* This information must be sent to Eileen Hogg by e-mail [Eileen.Hogg@edinburgh.gov.uk](mailto:Eileen.Hogg@edinburgh.gov.uk) **by 31.10.14**
* Snow Schools will be allocated centrally according to home postcodes received
* These staff will be advised of where their Snow School is
* Headteachers will also be sent 2 lists; one of their own staff who require a snow school detailing their identified snow school and one of staff from other schools who will be attending their school

**The Snow School flow chart will outline the stages to manage any snow school arrangements**

**SNOW SCHOOLS WILL BE MANAGED AT SCHOOL LEVEL WITH HEADTEACHERS INVOLVED IN DECISIONS FOR INDIVIDUAL MEMBERS OF STAFF.**

**Preparation for winter weather**

In order to prepare for a Snow School day, we ask that you do the following:

* Complete the Children & Families Severe Weather Closure risk assessment and return to Eileen Hogg by e-mail by **14.11.14**
* Consider the practicalities of you and other members of your team not being available, for example;
* Practicalities of opening your establishment
* Arrangement/knowledge of fire exits
* Arrangements for school meals/cleaning/Service Support Officers with your Facilities Manager
* Use the information from your risk assessment to plan how you would manage on a Snow School day

