



Director of Education
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Dear Parent/Carer,

INFORMATION ON SNOW AND ICE PLANS OVER THE WINTER - PLEASE KEEP THIS LETTER FOR REFERENCE

In an effort to minimise any disruption over the winter period, I would like to inform you as to how the school will handle matters during the winter weather, particularly when we have snow and ice.

The school has a snow/ice plan to ensure the safe and effective operation of **St Clement's Primary** during periods of inclement winter weather. This plan has been agreed between the Head Teacher and the Facilities Co-ordinator and details the measures which will be in place at the first indication of ice or snow. It also includes any other actions to be considered if poor weather conditions continue for several days.

The snow/ice plan will be reviewed on an annual basis by the Head Teacher and the Facilities Co-ordinator.

I have copied overleaf a copy of the priorities agreed in the snow/ice plan for your information.

Entering or leaving the school:

Facilities staff will deal with all footpaths as quickly as possible.

However, if the entrance/exit you would normally use is not one of the first priorities for attention and the paths are not yet cleared or gritted, please consider using another so that you can enter or leave the school safely.

School playgrounds:

Please note that the playground is not a priority and this should be considered when dropping your child off at school in the morning and/or at lunchtime.

The playground condition will be assessed as part of the school's health and safety risk assessment process each day before a decision is taken as to how safe it is for the children to be allowed out at break times or after lunchtime.

School Closure Information:

Any information regarding school closures will be made available through the Dundee City Council website www.dundeecity.gov.uk, local radio, local press and through the Council's Twitter feed <http://twitter.com/dundeecouncil>. Where possible, these announcements will be made the day before in anticipation of a prediction of severe weather or as early as possible in the morning of severe conditions having occurred overnight. Where severe weather occurs during the course of a school day, parents/carers will be contacted directly by the school, therefore it is imperative that we have up to date contact names and numbers.

I hope that you find this information helpful. If you have any queries, please do not hesitate to contact me.

Yours sincerely,

Head Teacher

(over)

Snow/Ice Action Plan for St. Clements R.C. Primary School

Priority Clearance Areas within the school grounds:

The colour coded plan attached shows the areas to be cleared and the priority order:

Red:	To be treated / cleared prior to the start of the school day
Black:	To be treated / cleared on completion of all *cluster Red priorities
Blue:	To be treated / cleared on completion of all *cluster Black priorities and as resources permit but within 24 hours of the onset of heavy snow fall.

** Property Cluster consists of Menziesshill HS, St Ninian's P.S., Hillside P.S., Gowriehill P.S., Lochee P.S., Charleston P.S. and St Clement's P.S.*

Actions to be taken:

Red priority (First):

1. Clear path from main gate in Buttar's Street to school Main Entrance.
2. Clear path from new gate in Buttar's Street to west Pupil Entrance (the old main entrance).
3. Clear short path from east Pupil Entrance to join path 2 above.
4. Clear area around Staff Entrance to allow clear access.

Black Priority (Second):

5. Clear path from Balgarthno Place to Kitchen Entrance

Blue Priority (Third):

6. Treat / Clear Car Park
7. Clear remaining playground areas in order to create safe play areas for pupils, to eliminate the need for schools to keep pupils in doors for several days consecutively. (playground to be cleared over a phased period with a gradual clearing of snow and ice).