Snowline – using the online Snowline reporting system

The Snowline system is an online form for Headteachers (or their nominees) to use to communicate that their school is closed or open in an emergency. This information sheet is intended to give Headteachers all the information needed to use Snowline. You can use Snowline from any internet connection, including a mobile phone.

Remember:

- keep this information secure, only share it with people that may need to deputise for you to close your school.
- each time you submit the form you will only close the school for one day. If you want to close a school for more than one day you will need to submit a second form.

Your login details

You will need the following information to use the Snowline system:

- Headteacher e-mail address
- Headteacher password
- School DFE number - without the city prefix (331)

It is your responsibility to ensure that your password is kept safe and only provided to staff who may have to deputise for you to close the school.

Logging in to Snowline

Go to http://www.coventry.gov.uk/snowlinelogin

Submit your closure information

Your school closure details should be added to this form.

1. Check that your school is identified correctly.
2. You must enter your school's DFE number in the box, without the correct number you will be unable to submit the form.
3. The rest of the form collects information whether the school is open or closed, and the date and reasons for closure.
4. When you have added all this information continue by clicking the "Next" button.

Checking the information

The final screen will display the details that you've entered, giving you the chance to check for mistakes. To correct any errors use the "Previous" button, otherwise use the Submit button (bottom right) to announce your school closure.
Once the form is submitted it cannot be recalled or changed.

There may be a delay of up to 15 minutes before the information is processed. During processing: a confirmation e-mail will be sent to you; e-mails will be sent to the local media (Coventry Telegraph and radio stations) and Council contacts.

If Snowline is unavailable to you

If you cannot access the Snowline system your first option should be to contact a deputy who is able to access the online system. If the online system is unavailable you will need to inform all parties by telephone or e-mail. A list of contacts is provided in the guidance issued by the Local Authority.