

3rd November 2016

Dear Parent/Guardian

### SNOW PROCEDURES 2016/17

As we approach the months of more severe wintry weather, I would like to assure all parents that I fully appreciate the difficulties that are caused by school closure. Every effort will be made to keep the school open to continue your child's education. However, if severe weather does threaten a closure, there will be close liaison with other schools in the pyramid in order to minimise inconvenience.

We are aware that parents need clear information that will help us all manage the situation effectively. Therefore, I am writing to clarify our procedures in the event of significant snowfall.

In the event of significant snow overnight:-

Please do not under any circumstances drop children off at school without first ensuring that the school is definitely open.

Remember that there may be some staff on the premises e.g. Site Supervisor, but no-one to supervise your child. If the school is open as usual, office staff will be able to take any telephone calls from 8:00am onwards. Please make sure that your child comes to school wearing a warm coat / hat / gloves. A pair of wellies and a dry set of clothes are recommended for them to change into so that they can enjoy having a play outside in the snow with their classmates!

In the event of very severe and significant snowfall overnight a decision may be made to close the school. If this is the case:

Parents who are the first contact in SIMS will be sent a text using our parent text messaging service. **Texts will only be sent if school is closed** – not if school is to remain open. Please ensure that you have informed school of any change to mobile telephone numbers. In addition:

- A closure notice will be posted on our school website.
- Parents can also access <http://www.staffordshire.gov.uk/schoolclosures> for up-to-date information.
- Local radio stations will gather their information from the above website. Please listen to Free Radio (formerly Beacon Radio), Heart FM, WM or BRMB who will all make announcements about School Closures.

I must reiterate that I intend to keep school open whenever possible except under extreme conditions. This would occur if the majority of staff are unable to make the journey into school resulting in inadequate levels of pupil supervision, or if the school site is unsafe.

In the event of heavy snow during the school day:-

Again, once open we will of course make every effort to remain open! However, if conditions do seriously deteriorate to the extent that conditions are becoming unsafe and roads are gridlocked and impassable, a decision may be made to close early. Again, this will be made in close consultation with local Headteacher colleagues. I appreciate that this in many ways can be far more problematic than a full closure, and is not a decision that is taken lightly.

However, in the unlikely event we are forced to close during the day, then we will text parents advising of the closure time. This information will also be published immediately on the school website. In an attempt to ease the difficulties with administering the closure, could I ask you to tick one option on the attached reply slip?

Our priority will always be for the health and safety of your child. Can I politely request that you do not arrive before the stated closure time to take your child home, as this can result in extreme difficulties monitoring the whereabouts of all children and stops administration staff operating the emergency closure procedures effectively. It is essential in these circumstances that all children who are being collected are picked up promptly at the stated time to allow efficient closure of the school.

During bad spells, the weather conditions will continue to be monitored overnight. We will endeavour to update our website and keep it as accurate as possible. However as weather forecasts are often unreliable and not specific to the Codsall area, please do not expect decisions to be made until early in a morning. Every effort will be made to open the school to continue your child's education but only after a thorough health and safety risk assessment has taken place.

Yours sincerely

PJ Bowers  
Headteacher

### In the event of school being closed early due to deteriorating weather conditions

Pupil Name \_\_\_\_\_ Form \_\_\_\_\_

Confirmed Mobile number for 1st Priority Parent text \_\_\_\_\_ (this must match your child's data collection sheet).

#### PLEASE TICK ONE OPTION ONLY

- I am happy that my child is dismissed at the revised closure time. They have access to home or they know who/where to go to in such circumstances.
- Upon receipt of parent text I will, within half an hour if possible, telephone or email school with a message for my child regarding their arrangements.
- Upon receipt of parent text, someone will be collecting my child from school at the designated time stated in the message. I will not therefore need to contact school. Please be reassured that your child will not be dismissed until this person collects them.
- My child travels on Staffordshire Authority Transport (coach, mini-bus, taxi). I will contact school within half an hour if possible to confirm I am either happy for them to leave at the revised time on this transport, or to clarify alternative arrangements.

If we are forced to close early, our phone lines will be extremely busy. Wherever possible, we would prefer it if you could make contact via e-mail to [office@codsall-middle.staffs.sch.uk](mailto:office@codsall-middle.staffs.sch.uk)

Signed \_\_\_\_\_ (Person with Parental Responsibility)

Dated \_\_\_\_\_