

Dear Parents,

## BAD WEATHER ARRANGEMENTS

I am writing to provide you with School procedures in the event of bad weather:

**If heavy snow is predicted during the course of the day to fall overnight**, we may take the decision to close the school for the following day. This will enable parents to arrange child care in advance. Should this decision be taken, parents will be notified by letter, text message (ParentMail) and email; information will also be posted on our website. School Transport Services will be notified that the school is closed so they do not come to collect the children.

**In the case of heavy snowfall overnight**, school will make its own decision with regard to closure. This decision will be communicated to parents via text messages (ParentMail), email and the school website. We shall endeavour to make any decision regarding school closure for the day by 6.30am that morning. School Transport organisers will be contacted directly and informed so that they do not attempt to make the journey.

**In the event of heavy snowfall during the course of a normal school day**, the decision may be taken to finish school earlier than usual. Should this prove necessary, parents will be notified by text messages (ParentMail), email and information will be posted on our website. **We expect Pupils who travel via School Transport Services to also be collected by their parents or an emergency contact.**

We would ask that parents ensure they have updated any changes to their contact details, and that they have provided us with emergency contacts in the event that you cannot be available. **Your emergency contact must be someone other than you or your partner.** For families who live a distance from the school, it may be prudent to make precautionary plans in advance for their children to be collected by a friend or relative who lives near to school.

If we have snow and the school makes the decision to remain open, Parents may collect pupils early at their own discretion, and will be required to sign their children out with a member of staff.

After school care will not be provided if weather conditions are severe. We expect all children will be collected at the end of the school day: 3.30pm. You will be notified via text message (ParentMail) and email should this be the case.

We obviously hope to keep disruption to a minimum. Thank you for your co-operation in helping us make what can be a difficult situation less anxious.

Yours sincerely

J Shaw

Head of Lower School

