

Dear Parents,

BAD WEATHER ARRANGEMENTS

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

If heavy snow is forecast 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 email and information will be posted on our website. School Transport Services will be informed that the school is closed and will not come to collect your child.

In the case of heavy snowfall overnight and we have to take the decision to close the school, information will be communicated to parents via email and the school website www.sgse.co.uk. 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 so that they do not attempt to come to collect your child.

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 email and information will be posted on our website. If your child travels home independently please discuss these contingency arrangements with them. A contingency arrangement will also need to be made if your child uses the Local Authority taxi service. In the event of an early closure we would expect pupils who travel via School Transport Services to be collected by their parents or an emergency contact. For safeguarding purposes please ensure we have the details of any emergency arrangements you make.

We would ask that parents ensure they have updated any changes to their contact details and have provided us with emergency contacts in the event they cannot be available to collect their son/daughter. For families who live a distance from the school, it may be prudent to make precautionary plans in advance for their child to be collected by a friend or relative who live 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 – 3.35pm. You will be notified via 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

Mr G Neal
Headmaster