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Headteacher: Mrs Sharon Irwin

17<sup>th</sup> January 2019

Dear Parents / Carers

### Severe Weather/Emergency Conditions Procedure

As the winter season is now upon us, our main priority is to ensure the safety and wellbeing of all our stakeholders (pupils, families, staff and visitors) and we need to take a number of factors into any decision relating to school opening/closure:

- Current weather conditions
- Forecast conditions up to school closing times
- Availability of staff
- Availability of key non-teaching staff (premises and catering)
- Likelihood of injury, etc

In the event of snow and ice we would urge all parents and carers to ensure that families do not risk their health and safety by coming to school, even if the school is open. We expect parents and carers to make their own judgement as to whether it is safe to drive or walk in the snow or ice to school from where they live, or if they need to delay the journey, as the road conditions vary greatly throughout the area and borough. If you have any problems please ring the school number as soon as possible.

This year we will communicate any snow days through **our text message service, our PTA Facebook page and through Dearne FM (102.0 FM)**. We would communicate a decision as early as possible on each snow day.

**Once again, this year we will try to implement the following system using 2 phases:**

**Phase 1:** When there is snow or ice but we feel that conditions will improve we will open the school on a staggered start e.g. with doors opening after 9.00am and the official register being after an agreed time, for example at 10am. If the weather forecast is for the weather to become worse, children can be collected on these days earlier e.g. from 2.30pm. **(These times are only as a guide and judgements will be made depending on forecasts).**

**Phase 2:** The school will be closed to all pupils due to a staffing shortage and either the weather being very poor or the weather being forecast to deteriorate during the school day.



I will confirm to the LA whether we are open or closed. Also I will inform Mrs P Heggie, Chair of Governors, that school is to be closed.

If you do hear of a school closure announcement for our school, please spread the word amongst friends and family. Many thanks.

Any decision to close the school will not be taken lightly nor without due consideration for children, parents and staff. I appreciate that school closures cause great inconvenience to parents who, at short notice, need to find child care and/or take time off work. However it will be the safety of all stakeholders that will be taken into account first.

### **OTHER EMERGENCY PLANS**

In other emergency situations when the school has to be evacuated (gas leak, flooding etc), pupils and staff will be taken to a short term shelter and you will be informed immediately using the same procedures as above.

**IT IS REALLY IMPORTANT TO KEEP SCHOOL INFORMED OF ANY CHANGES TO MOBILE TELEPHONE NUMBERS AS TEXT MESSAGES WILL BE THE FIRST OPTION IN AN EMERGENCY.**

**PLEASE WATCH OUT FOR THE TEXT MESSAGES. THANK YOU.**

Kind regards

Sharon Irwin