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Dear Parents/Guardians

Arrangements in the Snow

With our unique and unpredictable weather possibly delivering snow sooner rather than later, I would like to inform you of the arrangements we have put into place for this winter.

A decision as to whether the school will open or not will be announced daily (during the period of predicted snow) before **7.30am**. The decision will be based on a number of factors which include a local assessment of the conditions; the safety of children, parents and staff; the weather forecast; and the numbers of staff that are able to attend school to enable effective teaching to be delivered. If the weather is prolonged or extreme, decisions may be made prior to the morning and you will be informed at **8pm and a message before 7.30am the following morning will also be sent.**

The decision will be announced through:

- School Text Message Service (*Please give us your mobile number if you don't think we have it, and inform us of any number changes as soon as possible.*)
- School Website
- Local Radio Stations
- West Berkshire Council

Where there is doubt about the weather, the school will also text parents and display a message on the school website at **7.30am** when the school is **open**, although local radio stations and West Berkshire Council will **not** be informed when the school is open.

The text message and school website will identify the school in one of these three categories when snow/icy conditions are forecast or are current:

- RED - School is closed for the day
- AMBER - School is open with conditions (*see below*)
- GREEN - Normal school day operating

The RED and GREEN categories will take into account the factors described above.

If the school is in a state of AMBER the following conditions apply:

- School is open at normal times, unless otherwise informed. All children who are able to get to school safely should report to their usual entrance gates where a member of staff will register them.
- If your child's journey to school puts you or your child at risk, absences will not be registered as unauthorised during a state of AMBER **(and GREEN see paragraph in bold below)**
- School dinners will not be provided – a packed lunch will be necessary.
- No breakfast club or after school clubs.
- Staff who can safely arrive on time will supervise the children in their classrooms until other staff arrive.
- Early collection of pupils will be possible, if forecasts indicate hazardous conditions are on the way or any parent is worried about the safety of transporting their child home. A text and a message on the school website will be sent inviting parents to collect their child if there are imminent deteriorating conditions. This of course could happen on any school day as well!
- Spare clothing should be provided.

No child will be given an unauthorised mark for attendance if parents/carers decide that the conditions are too treacherous for safe travel to school or collection at a later time. (The school may be categorised as green because we can provide a full educational service on that day) However, for parents who once travelling decide that conditions are not safe, please inform the school of your child's absence once you are safely back at home.

In summary, every effort will be made for the school to open, however **I encourage everybody concerned to make their own risk assessments on whether travelling to school is safe.** If (as a few years ago) there is a sudden deterioration in the conditions whilst we are all on the way, then we will endeavour to communicate any changes to you as soon as possible.

On a snowy day, please provide your child with appropriate clothing and footwear.

If you have any queries please do not hesitate to contact the school on 01635 42129.

Yours sincerely



Mrs L Wood
Associate Headteacher