

Monday 5th December 2016

Dear Parent / Carer

Re: Severe Weather Plan for Parents and Families

I am writing regarding the school's arrangements for severe weather – should we be blessed with the white stuff this winter!

Schools are often affected and it can be difficult to maintain an education service. Every effort must be made to keep schools open, even if only limited numbers of pupils can attend. However schools may close due to 'unavoidable' circumstances. Those circumstances being that it is no longer safe for staff or pupils to be onsite.

We recognise that it is important our school remains open so parents are able to work and pupils can continue to learn. West Borough Primary School will make every effort to prepare for severe snow/ice this winter by gritting pathways and clearing access points.

How will we let you me know if the school is closed?

On very rare occasions, we will need to close the school and a message will go out on Local Radio if the decision is made before 7.00 a.m. We will also post information on our website and text you. Local Radio information is given out on **BBC Radio Kent, Heart Radio and KMFM**. ***Please do not ring the school.*** If, on the rare occasion school closes at a time within the school day, you will be informed by text/telephone. Please listen to local radio or check our website too: www.west-borough.kent.sch.uk. You can also register at <http://www.kentclosures.co.uk> which will automatically update you if the school's status changes.

What can you do to help?

- Please visit www.kent.gov.uk/winter for more information about gritting routes and travel issues around Kent so you can plan your journey.
- Please approach the school by the main entrance. Cherry Orchard entrance will remain closed initially to minimise areas that need clearing.
- Please can you provide a packed lunch from home in case school meals cannot be provided.
- Don't forget suitable warm clothing – gloves, hats, scarves, wellies etc. or even a change of clothing.
- If you are a working parent or feel you may have a problem with a sudden earlier pick up, please could you put a back-up plan in place with another family member or parent and inform the school. This will allow staff to leave earlier for their safety if weather dictates.
- If you live close to the school and feel you could help with clearing snow/gritting, all help is gratefully received!

We will endeavour to keep the school open, which of course will allow you to go to work. We may not be able to provide the usual curriculum but we will do our very best!

Yours sincerely



Mrs A Crittenden
Headteacher