



Thursday 8th December 2011

Dear Parent / Carer

Re: Severe Weather Conditions

I am writing to regarding the school's arrangements for severe weather - should we be graced with the white stuff again this year! School will stay open if at all possible when there is severe weather such as deep/drifted snow, very high winds, widespread flooding. Parents and carers have the responsibility of getting children to and from school safely and need to decide if the journey is safe when severe weather affects transport and/or walking conditions. You must inform school if your child is absent due to severe conditions making the journey unsafe. Wherever possible please do this via email: absence@west-borough.kent.sch.uk. If your child has a disability and/or learning difficulty your decision to take the journey must take this into consideration. **Please consider carefully and only keep children at home if conditions are unsafe.**

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 via Parentmail. 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 Parentmail/telephone. Please listen to local radio or check our website too: www.west-borough.kent.sch.uk

Late opening and/or early closure is a possibility in poor weather conditions and we will either inform parents via Parentmail the night before, our website or via the Local Radio. If conditions worsen in the school day and parents feel it is absolutely necessary to collect children, the school should **if possible** be contacted prior to collection. **Please avoid collecting children before the end of the day unless you feel their safety is at risk.** As we do use our Parentmail service to text parents and carers, it is essential we have up to date contact information for you at all times.

Please ensure your child is appropriately clothed for cold/wet/windy weather and that shoes/boots have good grip for icy conditions. A change of footwear for indoors is needed. We also ask that you avoid driving to school in heavy snow as we may need to use the drop-off zone for staff parking only. We would also appreciate any help with clearing snow in the mornings!

As last year, 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

A.S. Crittenden

Mrs A Crittenden
Headteacher