

Dear Parent/Carer

Re: Severe Weather Conditions

We are writing to clarify arrangements for severe weather.

Prospect will endeavour to remain open when there is severe weather, such as deep/drifted snow, very high winds or widespread flooding, but it may, on Health and Safety grounds, not be possible.

Parents and carers have the responsibility of getting pupils to and from school safely and need to decide if the journey is safe when severe weather affects transport and/or walking conditions.

Parents and carers should inform the school if their child is absent due to severe conditions making the journey unsafe. 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.**

We will try our very best to remain open during snowfalls. The main reasons we would close would be:

- Safety around the site and building.
- Lack of heating/water.
- Staff being physically unable to get to school in enough numbers to make it safe for the children to be supervised during the day.

If, on the rare occasion, school closes at a time within the school day, parents/carers will be informed by email, where possible. However, if you do not have an email address logged at the school, a text message will be sent. If uncertain, please check the school website.

On occasions schools will need to close, and if the decision is made before 7.30 a.m., then a message will go out on local radio. An email/ text message will also be sent to parents/carers informing of closure.

Late opening and/or early closure is a possibility in poor weather conditions and schools will inform parents by email/text message and 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.

Below is a list of local stations, and their frequencies:

BBC Radio Berkshire	104.4, 104.1, 95.4 and 94.6 FM
Heart	97.0 and 102.9 FM
JackFM	107 FM

Do you have a procedure in place for the care of your child, until you arrive home?

You could:

Make arrangements with a relative or close friend to care for your child until you are able to get home.

Inform the school of these arrangements, as it may be necessary for your child to seek alternative transportation from school.

Make sure the school has an "In Case of Emergency" contact email/telephone number.

Above all, make sure your child is aware of the arrangements.

It is useful for pupils to carry mobiles when weather conditions are poor, as it will help with quick communications. However, mobile phones will be carried at the owner's risk.

On occasions, school meal services may be affected by weather conditions, so it is a good idea for pupils to bring in extra food. Please ensure your son/daughter is appropriately clothed for poor weather and that shoes/boots have good grip for icy conditions.

Please ensure that the school has your email address and mobile phone number. However email is the easiest means of communication that we have.

Yours faithfully

A handwritten signature in cursive script, appearing to read 'P. Davies'.

Mr P Davies
Headteacher