November 2014

Dear Pupil and Parent(s)/Carer(s)

SEVERE WEATHER ROUTINE: INFORMATION FOR PARENTS & PUPILS

In the event of adverse weather conditions, it is possible that the school may have to close. This may be a closure for the whole school day; in which case a decision will be taken usually early in the morning.

Occasionally, if conditions seriously deteriorate during the course of the day, a decision may be taken to close school early in order to ensure a safe journey home for students and staff. Please read the information below carefully and ensure that you keep it in a safe place.

EARLY MORNING SCHOOL CLOSURE DECISIONS

The decision about closure will be made by the Head and students should not decide for themselves that school is "closed". When deciding whether to close the school the following are taken into consideration:-

1. Which buses, if any, are running (this decision is made by the bus companies and **not** the school).

2. Whether sufficient staff will be able to get to school to supervise pupils safely.

3. The probability of conditions worsening - making journeys home very difficult (In which case buses may be cancelled and roads and pavements increasingly difficult to use).

If we do need to close the school, we will make an announcement on the school website www.prospect.reading.sch.uk and would ask parents and pupils, wherever possible to refer to this, rather than telephoning the school or relying on local radio stations (who have occasionally, given out inaccurate information when severe weather has continued for several days). The announcement will be clearly visible on the home page. When reading this information, please check the date carefully. It is unusual for us to know the day before that the school will definitely be closed and the decision about closure is usually made between 7 am – 7.30 am.

If you are unable to access the website, then the following procedures should be followed:-

You are advised to listen to local radio stations, who at regular intervals give details of school closures. In the event that the school is closed due to severe weather, the following radio stations will have been notified:-

Heart Radio 102.9 and 97.0 fm
BBC Radio Berkshire 95.4 and 104.1 fm

If you are still in any doubt as to whether or not the school is open, the following procedures apply:-

You may telephone the school after 8 am to find out whether school is closed. The telephone lines will be busy so please be patient.

Students taking Public Examinations

Even if buses are not running and the school is closed, we will make every effort to put on special arrangements for students taking public examinations. If at all possible these students are asked to make private arrangements to come into school to sit the examinations as it may not be possible to re-sit these. These exams will take place in the Lower School Hall. Arrive via Honey End Lane.

Vehicle Access to the School Site.

Cockney Hill entrance to the School will be closed if there is severe weather. Parents will need to drop their children off and pick up from Honey End Lane entrance. Please do not attempt to travel up Cockney Hill if there is snow or icy conditions.

CLOSURE DURING THE COURSE OF THE SCHOOL DAY

If a decision is taken to close early (after consultation with bus companies and, if appropriate, the Local Authority), a bulletin will be posted on the homepage of the school website advising that the school will be closing and at what time. Local radio stations (see above) will also be advised.

We will also use text messaging as a means of sending urgent messages (such as unexpected school closure) to parents via their mobile phones. Please ensure that we have up to date records, so we can rely on reaching all parents by this method.

Yours sincerely

Philip Davies
Headteacher