



29th January 2019

Cockney Hill, Tilehurst, Reading
Berkshire RG30 4EX

Tel: 0118 959 0466

enquiries@prospect.reading.sch.uk

www.prospect.reading.sch.uk

Headteacher: Philip Davies

Dear Parent/Carer

INCLEMENT WEATHER

Here is a reminder of the protocol followed during adverse weather conditions.

The school will stay open wherever possible.

1. Students - there must be no snowballing/sliding on site – these activities are dangerous on a site like our school.
2. Make sure students have warm, waterproof clothing. If they wear boots to school, they must have shoes to change into – at school. Outdoor clothing can be worn in the playground but not inside the buildings.
3. Parents and Sixth Form, please do not drive onto site. Compacted snow is a hazard.

In the event of severe conditions and possible closure:

1. On the evening before forecasted severe weather, an announcement for a later start to the school day (9.30 a.m.) will be sent out as soon as possible by InTouch, via the school website, twitter @prospectschool, Instagram @prospectschoolreading, and an email will also be sent to parents and staff.
2. A decision to remain open, or to instigate full closure, to be made the following morning by 8.00 a.m. at the latest.
3. Local radio (BBC Radio Berkshire/Heart FM Berkshire) will be informed.
4. Please avoid telephone contact with school, unless there is an emergency.
5. The school office will be staffed, where possible, by senior staff/office staff. If school is closed, staff will place work for students on www.showmyhomework.co.uk

Yours faithfully

D Littlemore
Headteacher (Acting)