



Shadwell Primary School
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7th November 2016

Dear Parents and Carers,

With snow forecast tomorrow, I thought you might find it useful to be reminded of our procedures.

When snow has fallen, it will ultimately be my decision as to whether or not the school will open or close. As a Head Teacher living locally, I will base this decision around the immediate weather and road conditions in Shadwell. The local authority will also provide us with useful advice, issuing schools with amber and red weather warnings to assist in making these decisions. We will then **post a message on the website** and text you by **7.00am**, to tell you that we are closed, or that we are staying open and reviewing the situation as the day progresses. If school is going to be closed, we will also let **Radio Aire (96.3 FM) / Radio Leeds (92.4 FM)** know, so that we are included in their listings.

The Local Authority trusts schools to make every effort to stay open and we recognise that this can cause stress for parents/carers as you make journeys in difficult conditions, juggle work commitments and sometimes have to use holiday because you have no alternative childcare. We would like to assure you that we never take any decision to close school lightly and will only ever do this when absolutely necessary.

Whilst making every effort to stay open, we can only do so **if enough staff can make it on site** to fulfil health and safety ratios. Unfortunately, most of our teaching staff do not live in close proximity to the school and some live far afield. The teachers always set off and do their very best to get here but sometimes extreme circumstances can prevent them from completing their journey.

Sometimes **late opening** may be more appropriate to allow you and the staff time to make the safest journey possible. This gives our site manager enough time to make the paths around school as safe as possible. We will let you know about **late opening by 8.30am** at the latest. **If school closes because of a deterioration of the weather mid-session, we will text you to pick up your children in plenty of time.** A member of the Senior Leadership Team will always stay on site until the last child has left the building. If you have any questions, please do not hesitate to contact the office.

Kind Regards

Sarah Richards
Executive Head Teacher