



"Where every person matters"

Dear Parents/Carers,

Adverse Weather Procedures

As weather conditions and temperatures become unpredictable I am writing to outline our policy and procedures for dealing with adverse weather conditions. It is important to remember that each incident of adverse weather is unique and there may be a need to adapt the following guidance. We aim to remain open as far as possible in the event of adverse weather.

In the event of disruption caused by heavy snow, the prime concern of the school will always be the safety of the pupils and staff.

There are certain factors which may lead to the school closing, such as whether:

- there are enough members of staff to be able to provide sufficient support for students;
- the severity of the weather conditions is on such a major scale that it is unlikely that many people will be able, physically, to make it into school;
- the school grounds are sufficiently safe for children, parents and staff;
- the school has sufficient heating;
- the school has lighting and water across the site;
- the LA Transport Department are providing services;
- the car park is safe to use;
- external agencies, e.g. police, local government, motoring organisations, etc, are advising against school travel in our region.

If the school is to be closed, we will post this on the website and Social Media as soon as possible and normally by 7.30am on the day, as well as notifying you of this by School Comms. We will also notify the Local Authority Local Press and radio.

If your Son/Daughter travels to school independently, it is your responsibility to check the above sources to ensure school is open before they set off on their journey to school. If school is open, but your child is unable to travel to school you must notify the school office.

If your Son/Daughter travels on Local Authority Transport and there are any delays with transport or transport is not running The LA Transport Department will notify you directly. In these circumstances, you can bring your Son/Daughter in to school



"Where every person matters"

independently but must ensure arrangements are in place to collect at the end of the day too.

When the school is open, we will remain open until the end of the normal school day unless heavy snowfall occurs during the course of the day. All parents are expected to have emergency plans in place so that children are not left in school for prolonged periods of time in the event of a school closure during the day. If students arrive on Local Authority Transport, a member of the admin team will phone Parent/Carers to ensure that it is ok for their child to leave school early. School can only allow students to go on transport early if a member of the Redwood Admin Team has directly spoke to Parents/Carers.

Please may I take this opportunity to remind you that the school will close on the rarest of occasions but should I take the decision to do so it will be because I am concerned for the safety of your children.

Yours Sincerely

Clare John

Headteacher