



## Holbrook CofE Primary School

"Together We Learn"

27<sup>th</sup> November 2023

Dear Parent/Carer,

As the cold weather continues, I am writing to outline our procedures for dealing with snow. In the event of forecast snowfall, these factors are taken into consideration:

- Access to school: the road outside Holbrook is not routinely cleared. The nature of this road means it can constitute a significant hazard to parents, children and staff trying to travel to school.
- The school site: if the site can be safely accessed, Mr Parker, our caretaker, will check to see if the site can be safely cleared.
- Staffing: very few staff can walk to school – this includes kitchen staff. We will need to decide if a suitable number of staff can safely get to school in order to provide adequate supervision and whether or not meals can be provided.

### Protocol for closing school in event of snowfall:

- We will warn parents the night before if snow is forecast and if there is a chance that school will close. You will be warned by text and also via Class Dojo. Parents should make sure they are aware of when snow has been forecast and to check for messages.
- The final decision to close/open school will be made in the morning, as early as possible, after the factors outlined above have been checked. We will try to make the decision by 7.00am. Parents will be informed of this via text message and through Class Dojo and a message will be put on the school website.
- It is very important that parents check for messages when snow is forecast. There will be no-one available at the school site in the event of closure so parents must make sure that school is open before letting children walk to school.
- If there is heavy snowfall during the school day, we may make the decision to close school early. We will text and email parents to come and collect their children when they are able. If you need children to go home with a neighbour or relative who is different to normal, you must message school to let us know.

The decision to close school lies with the headteacher and although I will always endeavor to keep school open, I will prioritise the safety of staff, pupils and visitors to the site.

### Home learning:

Your child's class teacher will make activities available through Class Dojo by 10.30am in the event of closure. This means that children can still complete schoolwork at home at your discretion. Children from Year 2 up also have access to Spelling Shed, and children from Year 3 up have access to Times Tables Rockstars.

This advice will be available on the school website too, and I will remind parents of the procedures as and when required.

Many thanks,

Mrs I Taylor

### Holbrook Church of England Primary School

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