



St Anne's Catholic Primary School

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'Loving God in all we do'

December 2020

Dear Parents/Carers,

Below are the procedures to follow in the event of heavy snowfall over the winter months.

We would only close our school completely if there was a serious risk to the health and safety of our children, parents and staff in trying to travel to and from school.

In the event of heavy snowfall **and the school needing to close,** the following plan will be followed:

- Mr Robinson, our site supervisor, will make an initial assessment of the transport and access routes to the school and communicate with Mr Bates.
- Mr Bates will make the decision if school is to close. Mr Bates will then inform Mrs Oates of this decision.
- Mrs Oates will communicate via email to all staff and parents of this decision. Mrs Oates will also inform local radio stations.
- Mr Bates will communicate via the school website that school is closed.
- If there is prolonged snowfall during the school day that is likely to cause travel disruption, Mrs Penlington will send a message to all parents inviting them to collect their children early from school.

In the event of heavy snowfall **and the school does not need to close,** the following procedures will be followed:

- Mr Robinson, our site supervisor, will make an initial assessment of the transport and access routes to the school.
- Mr Robinson will inform Mr Bates that the school can remain open. Mr Bates will then inform Mrs Oates.
- Mrs Oates will communicate via email to all staff/parents of this decision.
- Mr Bates will communicate via the website that the school is open.
- Mr Robinson will clear a path to be able to access the school building safely.
- Mrs Penlington will keep the registration time open until 10.00am to allow children and parents extra time to arrive at school.

It is imperative that Mrs Penlington has your most up-to-date email address and telephone number. If you change your email address or telephone number, you must inform the school office as this will be the way we communicate with you. Please ensure your child has suitable shoes and clothing if the weather is cold and icy.

Kind regards,

Mr P Bates

Headteacher: Mr P. Bates
Deputy Headteachers:
Mrs A. Birmingham & Mrs G. Cleary

