



28<sup>th</sup> January 2019

Dear Parent/Carer,

## Emergency Weather Procedures

Having experienced a much milder winter so far, weather forecasters are predicting a cold spell Tuesday/Wednesday (yellow weather warning!) so I am taking this opportunity to ensure that you are clear about our Emergency Closure Procedures should the need arise to take such a decision.

Firstly, I am always reluctant to close St Thomas More primary school and Little Tommy's Nursery as this impacts student learning as well as family arrangements.

Any decision will be guided by the need to ensure that:

- students and staff can make their journey to and from school safely;
- we have enough teachers in school to supervise our students safely, and enough Site Staff to keep the school heated and pathways around the school safe;
- students and staff can move around the site without being put at risk of injury.

When there is a risk of bad weather, such as snow, we track long range forecasts in order to be able to plan ahead. Any decision to close the school in a morning will be taken by 7.30am, and the situation will be reviewed regularly. Please be aware that this may have an impact on breakfast and/or after school clubs.

In the event of an emergency closure (due to snow, for example), the school website will be the main tool used for communicating information to you. In addition, school closures are broadcast on local radio stations such as BBC Radio Oxford, Heart FM and Jack FM. They are also listed on the Oxfordshire County Council School Closure web page at <https://www.oxfordshire.gov.uk/cms/content/school-closures>.

You may also receive a message via school comms.

In the unlikely event that weather deteriorates during the day and we need to close early in order that everyone can get home safely, we will again communicate this via the website, and will allow any students who carry a mobile, switched off in their bags, to text you to inform you of the decision.

If we have a period of light snow when the school is open, students are encouraged to wear sensible footwear, including snow boots, to make their journey to school, but must bring their school shoes with them to change in to when in school. We would also encourage them to wear warm clothing to walk to school.

Yours sincerely

Breda Bowles  
Principal

