

**St John the Baptist Church of England Primary School**  
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10<sup>th</sup> November 2023

### Extreme Weather Procedures

Dear Parents and Carers

As we move further into the winter months, we want to let you know our planned approach to potential snow closures.

- We aim to keep the school open where possible.
- All decisions will be made based on ensuring the safety of children and staff, both while they are in school and while are travelling to and from school.
- If the weather forecast is absolutely clear that there will definitely be heavy snow / red weather warnings we inform parents the day before that school will be closed the following day.
- If we are unsure of the weather forecast or how heavy the snow is going to be, and its likely impact, then we will make the decision in the morning. Although some of you would appreciate a decision made the night before so that you have more warning, this could result in the school being closed unnecessarily.
- To make the decision, in the morning we need to:
  - Check how many members of staff are able to make their way safely into school
  - Check that the school is safe and warm
  - Check that we have the staff and facilities to provide lunches

(please bear in mind that staff come from further afield than our catchment area and sometimes more severe weather in their home town affects travel)

- Parents/Carers will be advised by e-mail, and / or texting and via the school website by 8.00am.
- You can also visit <http://www.hants.gov.uk/education/schoolclosures/> as well as listening to local radio. If we have suffered a power cut, please be aware that our communication systems are slower.
- If we do not have the facilities to provide lunch but all else is well then we will advise you that the school is open but that children need to bring in a packed lunch.
- It may be that we have sufficient staff to open the school but not to run breakfast or after school clubs. We would advise you if this was the case.
- As a school, we have a special code that we use for the register for 'snow days', which counts as an authorised absence if the school is closed.
- In the case of severe weather where the school is closed for more than one day, then we will provide recommended learning for the children to do via Seesaw. Please make sure you can access your child's account on Seesaw.

We hope that this helps to give you a picture of the process we go through should snow come our way. If you have any queries or comments then please do get in touch via the school office. Please make sure that your Arbor information is up to date with your contact details.

Can we remind you to send your child to school with a warm coat, hat and gloves, all of which we would recommend you to name. If the weather is icy or slippery in the mornings, please take extra care on the paths in to and out of school and on the playground. We will grit as many areas as possible, but it is a large area to make completely safe.

Kind regards,

**Kay Bowen**  
Headteacher



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