

December 2018

Dear Parent/Carer

Snow Procedures

We have reviewed our Snow Procedures. Please be aware whenever we make a decision to close the school, the two key questions we have to address are:

- Is the school safe for opening?
- Can a sufficient number of staff get into school safely with our set time limits?

In the event of heavy snowfall **overnight**, we will publish the closure on our website www.edwinstree.herts.sch.uk, our Facebook page and Parentmail you by 7:30am in the morning. It would be appreciated if you have a plan of action already agreed with your child.

If the snowfall is heavy during the day and we have to make the decision to close during **daytime**, we will follow the same routes of communication, Parentmail, Facebook and our website. However, the procedures are different depending on the routes children take to school.

If your child lives in Buntingford and they are KS2 [Year 5 or Year 6] – please make sure you have signed *Page 3 of your child's ROA*, indicating the designated person[s] permitted to collect your child from school. Please be aware **we cannot release** your child from school without a designated person to collect them. If your KS2 child has an older sibling in KS3, please write a note on page 114 of your child's ROA that you are happy for both of them to go home with their sibling.

If your child lives in Buntingford and are KS3 [Year 7 or Year 8] – if you are happy for your child to be released from school, without adult supervision, write a note on page 114 of your child's ROA, giving permission for your child to walk home and confirm they have a key to get in. If you wish your child to wait for your designated person[s] to collect them from school, please sign *Page 3 of your child's ROA*. Please be aware **we cannot release** your child from school without written parental consent. Buses maybe early if snow is forecast.

In the event of transport failure: whether a parent or the bus company, please confirm on *Page 3 of your child's ROA*, the designated person[s] permitted to collect your child from school. Buses maybe early if snow is forecast.

As soon as we begin exit procedures, our priority is to exit students safely and securely, and not to answer telephone calls. Last year, we had over 80 calls trying to change arrangements previously written in students' ROAs: this was impossible to manage. Please make sure your child is aware of the arrangements you have made in their ROA in the event of snow. The Office Staff will be unable to get messages to your child if your arrangements are changed at the last minute.

Students will wait in their tutor rooms until parents or the designated adult arrives at the school. KS3 students will exit via the bottom gate providing their ROA has been signed. Thank you for your support.

Yours sincerely



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