



Hanley St Luke's CE (A) Primary School

15th December 2017

Dear Parents and Carers

Snow and Ice Procedures

It was challenging for all this morning because of the icy roads and pavements but the flexible extended registration period certainly helped to ease congestion around school but I know it was still tricky walking down the pavement even though we had made our school site safe. **I want to stress that as responsible parents, if you feel the conditions are unsafe for your family circumstances, then it is perfectly acceptable to phone to let us know your child will be absent for part or all of the day. If impact on attendance is a concern for you, then please understand that we can identify snow /ice absence from the overall attendance figures and the Educational Welfare Officer would take that into account when monitoring your child's attendance.**

Every school situation is different and every school will make the decision they feel is right for their circumstances but it will always be a difficult decision for head teachers to make in each school and is unlikely to please everybody. However, I thought it might be helpful to set out the procedures we follow in school so everybody is clear should this winter be a bad one and we have many repeated days of ice and snow in the New Year:

- Firstly, I telephone the site staff for an update on local conditions. If it is clear that main roads as well as side roads are/will be badly affected, making journeys for staff and parents coming by car dangerous, and therefore staff numbers may be severely reduced, I will make a decision to close. I text parents as soon as possible and update the Stoke School Closure site. A Dojo message may also follow.
- If there is a possibility we can open, I leave home as early as possible and assess the situation with site staff again on arrival and if we feel we can open we then decide on the best way to make the site safe. This may involve restricting entrances and only opening the front gate - it depends how the internal site is affected.
- We may adopt a flexible registration period and text the timings, the entrances and pathways that are open. This avoids congestion and gives parents flexibility with their own circumstances.
- If we open, parents still make the decision whether their individual circumstance make it safe for them to get their child/ children to school as set out above.
- **Our access roads around school are rarely gritted so avoiding driving down them and walking instead is advised. Obviously, this would not be practical for all, so parking elsewhere and walking the last stretch may be an option but again, this is your own decision as responsible parents.**
- We respectfully request that where school is open and you feel it is safe for your child to attend that appropriate winter clothes and footwear is worn.
- Finally, if snow falls part way through the day, which looks to be disruptive, then we would send a text asking you to collect your child early, if that is possible for you. We understand that this may not be possible for all parents and we will always be flexible and look after your child until you can arrange safe collection.

Thank you for your understanding

Mrs L Williamson
Headteacher