

## Snow Information

Dear Parents/Carers/Guardians,

Each year we like to be prepared for any extreme weather conditions. As the forecasters are already talking about snow in some areas of the country, the governors and I have been discussing plans for the school should we have the amount of snow that may create disruption or closure.

Wherever possible the school will endeavour to stay open, but the health and safety of everyone on our school site must be our priority and will determine any decision taken. Factors that will be taken into consideration include:

- the amount of snow;
- accessibility of the school site and roads surrounding the school;
- staffing – many of our staff live a distance from the school and as you know, journeys take much longer in snowy conditions;
- forecasts for the rest of the day;
- safety on site.

The minimum number of staff that must be present for the school to open is:

- 8 teaching staff (this may include supply teachers)
- 6 support staff
- 1 member of the Admin team
- Site Controller
- Headteacher or Deputy Headteacher
- 4 first aid qualified staff.

If the snow is very heavy in the morning, our preferred option would be to open the school to children at 9.30am with supervised activities until the registers close and lessons begin at 10.30am. This should allow time for everyone to get to school safely. If this is necessary then the school will contact all parents via the text messaging service by 7.30am, and it is therefore imperative that we are informed of any changes in mobile numbers. On these days Breakfast club will not be open, and a decision regarding After School Club will be made during the day, with parents informed by 1pm.

However if severe weather continues throughout the day and the roads are looking treacherous, we may make the decision to close earlier than the usual school time. The After School Club will be also closed. This is a decision that can only be taken on the day after looking at the risks to all staff and children on the site. Once again the text messaging service will be used to contact parents, if the school is to close early. In past years, we have allowed parents to pick their child/children up earlier in the day if this has been convenient for them.



**Rivermead**  
Primary School

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We will need your co-operation, support and understanding over such days. Please be aware the school driveway and car park will be for staff only. We will be clearing pathways into the school to ensure safe entrance for everyone and we cannot permit other vehicles onto the premises.

The school will have to close if:

- we are unable to get the correct levels of staffing;
- it is felt there are possible health and safety risks;
- Wokingham Borough Council directs us to close.

Finally, we ask for all children to attend school on snow days in **named** wellies and warm outside clothing. They should bring dry shoes to change into when they get to school.

Yours sincerely

**Brian Prebble**  
Headteacher

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