

11th January 2017

Dear Parent/Carer

In the event of the Met Office forecasting heavy snow, outlined below are our school procedures.

Parents are asked to notify the school in advance, via the ROA of alternative pick up arrangements in the event of emergency school closure. Please be aware school transport could be suspended at short notice.

School Procedures in the Event of Snow

In the event of heavy snow fall:

- 6:30am Premises staff will visit school, assess the situation and inform Headteacher by 6:45am.
- By 7am at the latest, all staff must call the school mobile if they are unable to get into work
- 7am Head at Freman will liaise with Edwinstree to make the decision regarding closure

Following a decision to close the school, by 7:15am:

- Deputy Head will send an 'all staff' email to inform staff
- The website will be updated
- A Parentmail will be sent informing parents
- Freman College will contact passenger transport

Following a decision to close the school during the day:

- A text will be sent to parents via Parentmail
- An email will be sent to parents via Parentmail
- A message will be posted on the school website
- Students will be returned to their tutor and Buntingford students will be released once we are certain they have safe access to their home address
- Parents of students who have organised alternative pickup arrangements via the ROA, may be collected by the person nominated
- We will graduate staff leaving the site. Staff living closest to Buntingford leave last in order to support the exit of students
- The default position for the school is that it remains open unless stated

Following a decision to remain open:

- Premises staff will follow their own written procedures to grit/clear access to school car park first and then paths
- The Site Manager will call Grounds maintenance to send snow ploughs

Yours sincerely

Jo Gant

Headteacher

Norfolk Road : Buntingford : Hertfordshire : SG9 9AW

T: 01763 -271446 F: 01763-274005 E: admin@edwinstree.herts.sch.uk W: www.edwinstree.herts.sch.uk

