

Dear Parent/ Carer

What are our snow procedures?

We will post on our website and Facebook, send a Parentmail and notify the Hertfordshire information services if we are closing the school. This decision will be made in conjunction with the local Headteachers in Buntingford.

If snow is heavy overnight and leads to a closure the next morning, we will ensure that the Parentmail, website and Facebook are updated by 7:45am at the latest, however, we will aim for a 7:30am notice. Bus companies will be informed along with parents.

If a closure decision is made during the day, we will Parentmail and post on our website and Facebook. We will also publish a time for student collection. Please note the Buntingford staff and the Head will not leave the site until all students are accounted for.

On the day, once the decision is made, the following will happen in school:

- 1) Students will return to their tutor group, if they have a mobile phone, arrangements will be made for phones to be collected.
- 2) Paper copy registers will be provided by the Admin Team and Tutors will register students.
- 3) Bus students will be dismissed to the gym first, where the SLT will be waiting to escort them onto the buses.
- 4) KS3 siblings will be dismissed to collect their sibling and exit the school from the bottom gate if you have given permission.
- 5) KS3 students who have permission to walk home will be dismissed from the bottom gate if you have given permission.
- 6) KS3 students who are required to wait for a parent or designated adult, will wait in their tutor room with their tutor.
- 7) KS2 tutors will dismiss students who have permission to walk home from the bottom exit gate and students once registered, will wait in their tutor room to be collected
- 8) Parents and designated adults, will register at reception and then collect their child from their tutor room

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If your child lives in Buntingford and is KS2 [Year 5 or Year 6] –Please be aware we cannot release your child from school without a designated person to collect them. Please confirm the name of the designated person[s] permitted to collect your child from school. If your KS2 child has an older sibling in KS3, please indicate that you are happy for both of them to go home together.

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

Please can you click on the following link and complete the Emergency School Closure consent form so we know how your child will get home safely: <https://forms.office.com/e/Gdrz4eA3yq>

Yours sincerely



Jo Gant

Head of Edwinstree Middle School