



22 November 2024

Dear Parents and Carers

Re: Snow/Severe Weather Plan Guidance for Parents/Carers

In matters related to adverse weather conditions, we will keep the school open whenever possible, provided that the safety of pupils and staff can be assured. We will, of course, plan to prevent closures whenever we can.

However, there may be occasions when, due to the health and safety of pupils and staff, we have to close the school.

The decision to stay open, open later or close the school is made by **06.30** by the Executive Headteacher. The decision will be based on;

- the ability of staff and pupils to travel to school;
- the conditions on site and in the building, and the resultant H&S risks;
- the likelihood of the weather worsening during the day.

The communication method to advise of school closure will be made via Group Call, radio stations (BBC Essex - 01245 348348 and Heart Essex - 01245 524500) and notices on the school's website (<https://www.st-martins.essex.sch.uk>) and on the school's social media accounts.

Once the decision has been taken to close the school, it will not be reversed, even if weather conditions improve. Please accept our apologies in advance if the decision turns out to be the wrong one, but we have to decide on the basis of the information available at the time and with enough notice to parents/carers and staff.

We may decide to close the school during the school day to ensure the safety of pupils and staff travelling home. In this event, we will communicate via Group Call, the school's website and social media.

When the school site is safe to reopen, we will send a Group Call message and update the school's website and social media channels.

Yours sincerely,

Mr J Foster
Executive Headteacher

