



Woodfield Primary School

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Headteacher: Miss A Prior

Wednesday 5th December 2018

Dear Parents/Carers

In view of severe weather conditions over recent years, I am writing to inform you of the procedures in place to deal with adverse weather conditions and how it may affect any possible school closures.

Any decision to close the school is made by myself, as Headteacher, based on careful and considered risk assessment. The school will only be closed if one or more of the following conditions apply:

1. there are not enough staff able to travel to school due to weather conditions;
2. conditions on site are dangerous;
3. weather conditions are considered to be or are anticipated to later become too hazardous for travel.

We will, of course, make every effort to ensure our school remains open and, unless you are advised otherwise, the school should be regarded as open. Please be aware that even if families living close by are able to get to school, many staff live some distance away and may face severe difficulty travelling to school.

If the school is to close, we will notify parents via our School Jotter (*iphone – Appstore/android – Playstore: type in **School Jotter** and download app, type in school postcode and select school*), Website updates, Emails (Arbor), Twitter (@WoodfieldWigan) and Facebook (@WoodfieldWigan). In addition, the Local Authority (www.wigan.gov.uk) will be regularly updated as to which schools are closed.

If weather conditions deteriorate sufficiently during a school day and a decision is taken to close the school, we will inform you via School Jotter App/Website/Twitter/Email in order that arrangements can be made to collect your child/children.

The school will make all practicable efforts to keep parents informed regarding the school during adverse weather conditions, as we appreciate that such conditions and any uncertainty poses considerable difficulties for our parents. However, parents are expected to check the means of communication when it is clear that closure is a possibility.

We do appreciate that, during bad weather, children may arrive later than normal; please endeavour to contact the school to advise that they are on their way or likely to be delayed. Additionally, there is a possibility of families not being able to travel, even where the majority of children can get to school – in such instances, we ask that you notify the school as we have a duty to clarify the circumstances of each case to authorise any such absence to the Local Authority. Please ensure that you inform the school of any circumstances that prevent your child from coming into school to avoid this being recorded as an unauthorised absence.

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Our main aim is to ensure the safety and wellbeing of all children, parents, carers and staff. In the event of snow, the main pathways will be cleared and salted/gritted. Parents, children and visitors are reminded that pathways, even where cleared, can remain dangerous and extreme care must be taken when using these areas. Children will also be reminded about general safety by their teachers. At all times during icy/wintry conditions, sensible and suitable footwear should be worn by adults and children to maximise safety when walking. During before and after school opening hours, parents are responsible for ensuring their children do not slide on these pathways or playground areas.

In icy conditions, the caretaker will clear and grit wide (at least one metre) pathways, as follows:

- i) from the front gate to the front door (incorporating the "slope"/disabled access);
- ii) from the front gate, continuing up the path to the left and the access path to the rear entrance doors (including the steps leading to the path);
- iii) from the front gate towards the front door and bearing right towards the Reception class entrance*;
- iv) access route to/from car park – please note that the car park is not to be used by parents, but for staff only.

*Should the pathway to Reception Class not have been cleared due to time restrictions, this will be sectioned off and all children must access/leave school via the main rear entrance doors (including Reception children).

A member of staff will be positioned at the main entrance gate and side access gate(s) to direct pupils into school and not on the playground areas.

Where necessary, additional pathways and access routes into and leading from the school building will be cleared.

During adverse weather conditions, the school playground may be inaccessible or out-of-bounds to parents and children at the beginning and end of school and, if necessary, at lunchtime and playtime also. Our "wet playtime" programme will be followed in such circumstances. Wherever possible, we will allow children to play in the snow, providing conditions are safe. It is advisable to send in spare clothes with children during winter weather in case they do play out in the snow.

In previous years, we gratefully accepted help from some parents to help clear the snow and ice so that the school could re-open as soon as possible following the extreme weather; again, if we are able to plan and draft volunteers, we are advised that this is perfectly acceptable under health and safety legislation.

I would like to thank you in advance of your co-operation should the above procedures become necessary this winter. If you have any queries or concerns in this respect, please do not hesitate to speak to me direct or Mrs Barnes, Business Manager.

Yours sincerely



Miss A Prior
Headteacher

