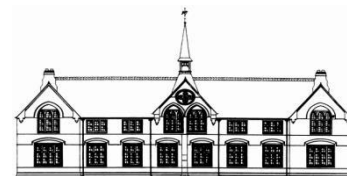


New Town Primary School



School Terrace, Reading, RG1 3LS

Telephone: 0118 9375509

Fax: 0118 9375510

Email: admin@newtown.reading.sch.uk

Executive Headteacher: Mrs A. Brackstone

Head of School: Miss P. Cornish

Dear Parent / Carer

Re Severe Weather Conditions

We are writing to clarify arrangements for severe weather.

Schools will stay open if at all possible when there is severe weather such as deep/drifted snow, very high winds, widespread flooding.

Parents and carers have the responsibility of getting children/pupils to and from school safely and need to decide if the journey is safe when severe weather affects transport and/or walking conditions.

Parents and carers should inform schools if their child is absent due to severe conditions making the journey unsafe. If your child has a disability and/or learning difficulty your decision to take the journey must take this into consideration. **Please consider carefully and only keep children at home if conditions are unsafe.**

We will try our very best to remain open during snowfalls. The main reasons we would close would be:

- Safety around the site and building
- Lack of heating/water
- Closure of school kitchen
- Staff being physically unable to get to school in enough numbers to make it safe for the children to be supervised during the day.

If on the rare occasion school closes at a time within the school day, parents/carers will be informed by telephone and SMS.

On occasions, schools will need to close and a message will go out on Local Radio if the decision is made before 7.00 a.m.

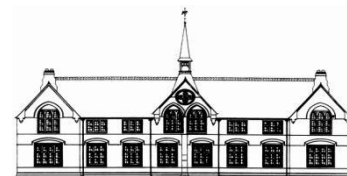
Late opening and/or early closure is a possibility in poor weather conditions and schools will either inform parents the night before or via the Local Radio.

If conditions worsen in the school day and parents feel it is absolutely necessary to collect children, the school should if possible be contacted prior to collection.

Please avoid collecting children before the end of the day unless you feel their safety is at risk.

Below is a list of local stations and their frequencies:

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BBC Radio Berkshire	104.4, 104.1, 65.4 and 94.6 FM
Heart	97.0, 102.9 and 103.4 FM
Reading 107fm	107 FM

Do you have a procedure in place for the care of your child until you arrive home?

You could:

Make arrangements with a relative or close friend to care for your child until you are able to get home.

Inform the school and transport provider of these arrangements, as it may be necessary for your child to seek alternative transportation from school.

Make sure the School and Transport provider have an "In Case of Emergency" contact telephone number.

Above all, make sure your child is aware of the arrangements.

If parents are concerned about weather conditions at 'drop-off' points, they should contact the school as early as possible.

Please ensure your child is appropriately clothed for cold/wet/windy weather and that shoes/boots have good grip for icy conditions.

When children come in on a snowy day please have a change of footwear and appropriate clothing so that we can allow the children to enjoy the snow!

On occasions, school meal services may be affected by weather conditions so it is a good idea for pupils to bring in extra food. Please ensure your son/daughter is appropriately clothed for cold/wet/windy weather and that shoes/boots have good grip for icy conditions.

Yours sincerely

A handwritten signature in cursive script that reads "P. Cornish".

Miss P. Cornish
Head of School