



Highwood Primary School,
Fairwater Drive,
Woodley,
READING,
Berkshire.
RG5 3JE

Tel: 0118 926 5493
Absence text message number: 0786 000 5083

Email: admin@highwood.wokingham.sch.uk
www.highwood.wokingham.sch.uk

Head Teacher: Mr M Hickey BA(Ed), PE QTS

Re: SEVERE WINTER WEATHER PROCEDURES

Dear Parents / Carers,

As you will be aware, there are severe weather warnings in place across the local area and I wanted to take the opportunity to keep you informed about our procedures for making decisions about any school closures.

To be clear from the outset, we will always do our best to keep the school open and if you have not heard anything from the school via text message, please assume that it the school is open as usual.

The school will only close if:

- we have insufficient staff to supervise children;
- there are excessive risks to staff and/or students by travelling to school;
- the school site presents a risk to health and safety;
- the weather forecast shows the likelihood of a marked deterioration during the course of the morning, we could also take the decision to close;
- we are directed to close via the Local Authority.

As Headteacher, I will make the decision about closure after consulting with our staff about their travel conditions and consulting with the Site Controller regarding the safety of the site. It is difficult to do this much in advance, because conditions can differ across the area. Decisions are not made until early in the morning if there has been snow overnight - We will inform everyone as soon as a decision has been made.

How will you be informed?

1. We will **text** you using our normal system; please make sure the details held in by the school are up to date. There may be a delay in the receipt of these messages due to network congestion.
2. We will post a message on the home page of the **school website**.
3. The Headteacher will also inform the community using the @headhighwood Twitter feed.
4. We will register any closures on Wokingham Borough Council's website.

easyfundraising
.org.uk

Raise money for the school by signing up to Easy fundraising.
<http://www.easyfundraising.org.uk/causes/highwoodprimaryschool>



5. **Radio** stations (BBC Berkshire and Heart FM) will pick up school closures from the WBC website and broadcast them – this information is given to them via the school using a secure password.

Attendance

If you live some distance away, you must make your own decision about road conditions and let us know if your child will not be attending. If you live within walking distance, your child is expected to attend if the school is open.

If you have any further questions then please contact the school office.

Yours sincerely



Matt Hickey
Headteacher
Highwood Primary School

easyfundraising
.org.uk

Raise money for the school by signing up to Easy fundraising.
<http://www.easyfundraising.org.uk/causes/highwoodprimaryschool>

