



9 November 2018

Dear Parents/Carers

### Re Adverse Weather Conditions

Every winter brings the possibility of adverse weather conditions and we are writing to clarify arrangements for such an event. Every effort will be made to keep the school open but there may be unavoidable circumstances resulting in closure, for example if it is unsafe for pupils or staff to be on site.

Parents and carers have the responsibility of getting children to and from school safely and need to decide if their journey is likely to be safe when adverse weather affects transport and/or walking conditions. In these circumstances, we ask you to follow the guidelines set out below:

1. **Check the school's website** – [www.paddockwoodprimary.org.uk](http://www.paddockwoodprimary.org.uk). The best way of getting full and accurate information is always to check the website. If you do not have access to the internet, please telephone someone who does.
2. **Check your e-mail.** If you are registered for email communication, you will receive a message regarding school closures. Please ensure your details (including mobile numbers) are kept up-to-date with the school office.
3. **Listen to the school closure lists on the Kent radio stations or check their websites:**  
KMFM (96.2 / 101.6 fm for West Kent or 105.6 fm for Maidstone) - [www.kentschoolclosures.co.uk](http://www.kentschoolclosures.co.uk)  
Heart FM (103.1 / 102.8 fm) - [www.heart.co.uk/kent](http://www.heart.co.uk/kent)  
BBC Radio Kent (96.7 / 104.2 fm) - [www.bbc.co.uk/kent](http://www.bbc.co.uk/kent)  
Please be patient and listen to the whole list as it can be very long.
4. **Check** [www.kent.gov.uk/winter](http://www.kent.gov.uk/winter) for information about school closures. A green tick means we are open and a red cross means we are closed.
5. Please inform the school if your child is absent due to adverse conditions making the journey unsafe. **Please consider carefully and only keep children at home if conditions are unsafe.**

If on the rare occasion school closes at a time within the school day, we will again use the website, email and the radio but we will also inform parents/carers by telephone starting with the youngest children. Please do not call the school as telephone lines quickly become jammed if large numbers of people try to call in.

If conditions worsen in the school day and parents feel it is absolutely necessary to collect children, the school should be contacted prior to collection. **Please avoid collecting children before the end of the day unless you feel their safety is at risk.**

Finally, please ensure your son/daughter is appropriately clothed for cold/wet/windy weather and that shoes have good grip for icy conditions.

Yours sincerely

Scott Opstad  
Headteacher