



School Closure Procedures

Dear Parents and Carers,

As we approach winter, I am writing to explain our procedures for dealing with adverse weather conditions. It is important to remember that each incident of adverse weather is unique and it may be necessary to adapt the following guidance. In the event of disruption caused by heavy snow, the priority will always be the safety of the pupils and staff.

There are certain factors which may lead to the school closing, such as whether:

- there are enough members of staff to ensure appropriate, safe ratios
- the school can provide lunch for the children;
- the school grounds are sufficiently safe for children, parents and staff;
- the school has sufficient heating;
- the school has electricity and water across the site;
- the car park is safe to use;
- external agencies, e.g. police, local government, motoring organisations, etc, are advising against school travel in our region.

If, for the reasons outlined above, the safest or most practical judgment is to close the school, a 'Closure Day' will be declared via the Milton Keynes Council website <https://www.milton-keynes.gov.uk/closures> as soon as possible and normally by 7.00am on the day. You can subscribe to free text message and email alerts to school closures via the Milton Keynes website:

<https://www.milton-keynes.gov.uk/Closures/Subscribe>

You will also be notified via the School Gateway.

If the school remains open, please be aware that there may be some disruption to the normal school activities due to staffing levels and the Breakfast, After-school Care Club and St Bernadette's University Clubs may well be cancelled.

When the school is open, we will remain open until the end of the normal school day (3:15pm) unless heavy snowfall occurs during the course of the day. All parents are expected to have emergency plans in place so that children are not left in school for prolonged periods of time in the event of a school closure during the day.

Please may I take this opportunity to stress to you that the school will close on only the rarest of occasions, with the safety of your children always at the forefront of any decision made.

Yours faithfully,

A handwritten signature in cursive script that reads 'Jane Zamora'.

Mrs Jane Zamora
(Headteacher)