



# WEST HILL SCHOOL

*Aiming High Since 1927*

Headteacher: **Ms C Cronin (MA)**

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Dear Parent/Carer,

## Procedures for Extreme Weather Conditions

At this time of year, when the cold hits and the prospect of severe weather warnings increase, we like to write home to parents/carers to inform families of our procedures during extreme weather conditions, remaining proactive rather than reactive with communication. We do ask that if your contact details (email, mobile number or home address) change throughout the year, you inform us for such events as this.

Over the years, there have been a few occasions when the school has had to close as a result of extreme weather conditions. Under such circumstances it is often very difficult for the staff who live several miles away to get into school for the start of the day. As such, in the event of extreme weather we operate a 'Snow Plan' which ensures that all the students are looked after and are safe.

As soon as a decision to close school is taken, information will be posted on the school website, social media platforms and a message sent to parents via the School Gateway app or a text message for those without the app. An email will also be sent to those parents and carers that we hold a valid email address for. This will occur as early as we can, to inform families after our risk assessments are complete. Regular updates will be posted on the school website and also on the school's social media feeds.

When the decision to close the school is taken **after** the start of the school day, we are unable to contact all parents directly to seek individual permission to send their son/s home. We will update our website/social media platforms, message parents via the School Gateway app and will ensure all boys are given a letter explaining the circumstances. Please take note of the bullet points below and discuss with your son/s, the actions to be taken in case this situation occurs. By doing so, you and your son/s will be fully aware and confident about what will happen, and where your son/s will be, in the event of extreme weather closure.

- Please inform your son/s where he must go if he is sent home from school. This could be home or to a relative or friends. In addition, please emphasise to your son/s the need to act sensibly and not endanger others.
- If you wish your son/s to remain in school until someone can pick him up then we will look after him. Your son can discuss this with his Form Tutor who can arrange supervision until collection.

Once home, your son/s can immediately switch to remote learning through our Virtual Learning Environment (VLE) and other online platforms. Where the school is closed prior to the start of a school day, learning will switch to our home-school blended learning model. To support this, students are expected to check their emails for information at 8.45am and 3pm each day and, using their timetable, follow their lessons on the VLE. Details of this provision are all found within our 'Key Info', 'Remote Access' section of our website.

Kind regards,

Ms C Cronin  
Headteacher