

26th February 2018

Dear Parent/Guardians

Snow Procedures

As the week progresses, the forecasters have warned us to expect heavy snow at any time.

While we make every effort to keep the school open, there may be times when we have to close, either for a full day or during the day.

We understand that the majority of our pupils live within walking distance of Western and can get to school in most circumstances. However, many of our staff team live further afield and have difficulty getting in during heavy snow. Consequently, we have to take lots of information into account relating to health and safety, staff to children ratios, provision of hot meals etc.

Closing school is not an easy decision to make, rarely happens and only after lengthy discussions with key members of staff which begin with the caretaker at 5.40 a.m.

In order to keep phone lines open, we kindly ask parents to telephone the school as a last resort. It is very difficult to cope with the large volume of parents calling at the same time and this makes it difficult for staff to contact school to let us know their situation.

In the event of snow, please note the following:

- Assume Western will open in the first instance.
- Check you text messages – we will let you know if school is going to be closed for the day as early as we can. We will also let you know if school closes during the day by text. If you do not receive school text messages, please let the office have your mobile number.
- Listen to Stray FM on 97.2. They will read out lists of schools that are closed.
- Please do not telephone the school – we try to keep these lines open so that staff can contact us to let us know their situation.
- If the school closes during the day, staff that live near to school will stay with children who cannot be picked up quickly; please travel safely on these occasions and remember the children will be in good hands.

We hope this guidance is clear – there is also a copy on our website. ([Click here](#)).



With the cold weather likely to continue for the rest of the week, please could all parents / carers ensure their children come to school in their school jumpers / cardigans, with a warm coat and sensible footwear.

Many thanks for your co-operation and keep safe.

Yours sincerely

Cheryl Smith
Head Teacher

