

**January 2019**

Dear Parents/Carers

## **Contingency Plan for Exceptional Weather**

I would like to make you aware of our contingency plan for exceptional weather conditions and other circumstances that may lead to difficulties opening the school in the normal way.

We will always endeavour to open the school except in the most extreme or dangerous cases. It is fortunate that a good percentage of our staff live close to the school and they will always do their utmost to be in school on time despite the prevailing conditions. However, even with a large number of staff in school we cannot always guarantee the safe supervision of all our students especially in snowy or very icy conditions.

Therefore, when there is heavy snow or some other extreme event that is delaying travel by road or public transport, we will put the following contingency plan into action:

1. We will announce any alteration to our normal opening times on the school website ([www.fullbrook.surrey.sch.uk](http://www.fullbrook.surrey.sch.uk)) and ideally via local radio stations (e.g. Eagle Radio, BBC Southern Counties).
2. We will also use the website to confirm normal hours when conditions may lead to doubt (and rumour!) in the community.
3. The answerphone will contain a message clarifying arrangements.
4. Should it be necessary to send students home early, they will be asked to contact parents/carers for permission. Students who are unable to make contact or do not have permission to leave early will be supervised in school until the usual leaving time.

**UNLESS THE WEATHER CONDITIONS ARE EXCEPTIONAL AND FORECAST TO CONTINUE FOR THE REST OF THE MORNING OR THE SCHOOL SITE CANNOT BE SAFELY OPENED, WE WOULD EXPECT TO BE OPEN BY 10.00 AM**

In a situation where the school is open in snowy conditions, parents/carers should make their own judgement about safety in their own local environment. Should you decide it is not safe for your son/daughter to travel to school, please leave a message on the absence line to let us know that their absence is due to the exceptional weather conditions.

I hope that this plan will rarely need to be deployed but, should it be unavoidable, this clarifies our policy.

Yours faithfully



**Mrs K. Moore, Principal**