



**Prior Heath Infant School**  
Prior Road, Camberley, Surrey GU15 1DA

Headteacher: Mrs Ellen McClelland  
Tel: 01276 25546  
[www.priorheathinfant.co.uk](http://www.priorheathinfant.co.uk)

23<sup>rd</sup> November 2017

Dear Parents,

### **Emergency Information**

During the winter months it is always possible that bad weather conditions could disrupt travel arrangements for everybody. Before winter sets in, we would like to provide information on emergency procedures.

In the event of bad weather, whilst some staff would be able to walk to school others live some distance away and may not be able to get to school for the start of the morning session. It may therefore be the case that we would be unable to accept children into school until sufficient teaching staff were available to supervise them safely. It may also be possible that some staff would not be able to get to school at all, in which case we could not operate a normal school day. We also need to be sure that the catering staff were able to get to school to provide a mid-day meal for the children. In addition, parents should also consider arrangements for collecting their child at 2.50 pm.

In light of the above, in the event of poor weather conditions it would be advisable for you to delay your journey to school and arrive after 9.00 am. Hopefully by that time we would have some indication of how many staff could get to school and whether or not the school would be open. However, disruption to communication services may make contact difficult and delay any decision to open/close the school. **Parents will remain responsible for their children at all times until a decision is made.**

Any decision to close the school in the event of bad weather would be taken as soon as practicable and a text message and e-mail would be sent to parents. Updates will be published on the school website throughout the day [www.priorheathinfant.co.uk](http://www.priorheathinfant.co.uk) so please check this regularly.

If your child attends K Club, please be aware that even if K Club operates as normal in the morning we would not be able to accept any K Club children at 8.50 am if the school were to close.

When making the decision to open or close the school, many factors are taken into consideration including:

- The condition of roads and pavements close to the school. In order to do this we speak to Governors and staff who live closest to the school, as well as colleagues from other schools.
- Conditions on roads used by staff travelling to school. While some staff are able to walk to school, most teaching staff in particular do have long journeys to school.

- Predicted weather forecasts for later that day.
- Whether a school meal can be offered.

When these factors have been considered, we then have to take into account child safety, bearing in mind road and pavement conditions. Prior Heath children tend to live further away from their school than children at some other local infant schools thus travelling in poor conditions for longer.

We hope we do not have heavy snowfall this year but, in the unfortunate event that we do, we would like to assure parents that a decision to close the school is not made lightly and many factors are taken into account before a decision is made.

Yours sincerely,



Mrs Ellen McClelland  
Headteacher