

17th November 2025

Snow Procedures

Dear Parents & Carers,

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, including The Hive. If you would like your child/ren to be able to enjoy the snow at breaktimes, please ensure they come with suitable outdoor clothing including waterproof footwear.
- Families booked into the Hive will be notified via text message/phone call by 7:15am at the latest.
- For all other families, check your text messages; we will let you know if school is going to be closed 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.
- We will also send an email through Arbor to all addresses we hold on our system.
- We will advertise the school closure on our website [homepage](#).
- Listen to Your Harrogate radio. They will read out lists of schools that are closed.
- 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.

Western Primary School Cold Bath Road, Harrogate, North Yorkshire HG2 0NA
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Headteacher: Mrs J Slack



Learning Trust Alliance Teacher Training Teaching School Hub

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We hope this guidance is clear and understand that you will also be making risk assessments regarding your own travel arrangements and whether you feel you can safely bring your child to school in inclement conditions.

Many thanks for your co-operation and keep safe.

Yours sincerely,

Jo Slack
Headteacher

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