

30<sup>th</sup> November 2023

### 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.
- 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.
- Listen to Greatest Hits Radio Harrogate and The Yorkshire Dales (formerly Stray FM). They will read out lists of schools that are closed.
- We will also endeavour to notify parents via the school website [homepage](#).
- 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](#)).

Many thanks for your co-operation and keep safe.

Yours sincerely,

Tim Broad  
Headteacher

