



Wildmoor Heath School
Lower Broadmoor Road
Crowthorne, Berkshire RG45 7HD

Headteacher: Mr G Strudley
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Dear parents and carers,

SEVERE WEATHER / SCHOOL CLOSURE PLAN

Please find below the procedures for the unlikely event of having to shut the school due to severe weather (or another emergency).

In advance:

The school would be closed only if it was unsafe to open. In practice this would mean having enough staff to adequately supervise the children and the site itself, including access, was safe. The state of the roads, current weather conditions and advice from the local authority and police would also be taken into account. Action short of closure would also be considered, e.g. opening later or opening for certain year groups. The decision to close the school would be made by the Headteacher in consultation with Chair of Governors and senior staff. We would inform you as early as possible to avoid unnecessary disruption.

During the school day:

Although every effort will be made to avoid doing so, it may be necessary to close the school early. This decision would not be taken lightly and again, the safety of children, staff and parents would be the key consideration. The state of the roads, current weather conditions and advice from the local authority and police would be taken into account. The decision to close the school would be made by the Headteacher in consultation with Chair of Governors and senior staff.

Children will not normally be allowed to walk home unaccompanied in severe weather conditions. A staff team will remain in school until the last child is collected.

Communications:

If the decision is made to close the school either in advance or during the school day, it will be communicated to you in the following ways:

- Text and e-mail using the school communication system. *NB. Texts will come from +44 1344 567046 – you may wish to save this number as ‘Wildmoor Text Alert’.*
- If we are unable to contact you in this way, we will attempt to phone you on the work, home and mobile numbers you have provided.
- The school website: <http://www.wildmoorheath.org.uk/>
- The local authority website: <http://www.bracknell-forest.gov.uk/schoolclosures>
- Local radio: BBC Radio Berkshire, Heart FM, Reading 107

You can help us by making sure that you have signed up for the text / e-mail service, your contact details are up to date and that we know who has permission to collect your children if you are unable to. If the weather is bad, please check the school and LA websites.

Collecting your child from school:

- Reception Class children should be collected from their classrooms via the Foundation Garden.
- Year 1 and 2 children should be collected from their usual door.
- Years 3 and 6 children should be collected from the hall (enter through hall doors and exit via office)
- Years 4 and 5 should be collected at the front of the school (via the cloakroom).

Teachers and / or teaching assistants will be in classrooms, by doors, in the hall etc as appropriate. Children will only be released to parents or those with the appropriate permission to collect them. *The Headteacher, School Business Manager and Family Support Advisor will be available outside to assist parents as required.*



Yours faithfully,

Mr G Strudley
Headteacher