

29 November 2023

Dear Parents and Carers,

With the first murmurings of snow on the horizon, it seems an opportune time to update you on our procedures for closing school. This is always a last resort, but there are times where closing the school may be necessary to ensure the safety of the pupils and staff. It is never a decision that is made lightly and is always fully informed. It is a decision made with the best of intentions but we understand that it can be an inconvenience or present you with childcare problems.

There are a few reasons that school may need to close for either a full day or for part of a day. These include but are not exclusive to: flooding in school or in the local area, heavy snow making travel difficult, adverse weather conditions that make it dangerous to travel, low staffing levels, power cuts and no water supply.

At this time of year, school closures are generally due to snow and ice. We have to weigh up many different risks regarding travelling to school, site safety and pupil supervision on site. Maintaining the level of learning is extremely important, but we have to balance that against the risks to our pupils and staff.

- We will monitor local weather reports and liaise with our staff members in outlying areas to assess the travel conditions that might be affecting those who come to school by car and bus.
- We will assess if we have sufficient numbers of staff on site to allow us to effectively supervise over 350 pupils. This includes having First Aiders and Designated Safeguarding Leads onsite
- We will liaise closely with our local transport companies and monitor local schools.
- We will check we are able to ensure the school site is safe and clear

To keep you informed, we will:

- notify the local authority so that school transport are informed and the Worcestershire School Closure page is updated <https://www.worcestershire.gov.uk/council-services/childrens-services/schools-education-and-learning/school-closures>
- send messages via the school app. This will be an app message and an email initially, sent to all contacts with parental responsibility. This will then be followed up with a text message.
- A message will be posted on the school's Facebook page

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Nursery, Language Unit and Forest School

- A message will be posted on the school's Website

During this time, we ask that you only call the school office if it is essential that you speak to us. Otherwise, please email or send us a message as a member of staff will be monitoring these. I'm sure you can appreciate that we are unable to telephone all parents and carers to notify them of a school closure. However, if we believe that the messages have not been received, we will try to reach you by phone.

We will always ensure that the children are kept safe and happy at school until you arrive. Sometimes, due to deteriorating conditions, we may close the school during the day. Our message will then say that school is closed from a particular time as this gives us time to ensure that we can have all our procedures for dismissing children in place. We understand that you may not be able to arrive at school at that time - we just ask that you get to us as soon as you safely can, or make alternative arrangements for your child to be collected as this will help me to ensure I can send staff home safely. At all times, our utmost priority is the safety of our entire school community.

If you have any questions or queries regarding this matter, please speak to a member of staff who will be able to clarify for you.

Yours sincerely

*L Briers*

Lynn Briers  
Headteacher



Working in partnership  
with  
 University  
of Worcester  
Institute of Education



"Aim High and Smile" 😊  
Matchborough First School Academy is committed to safeguarding