



Singlewell School

Mackenzie Way Gravesend

Kent DA12 5TY

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Headteacher: Mrs Michelle Brown

Assistant Headteacher: Mrs J Broad

Assistant Headteacher: Mrs R Catt

Dear Parents/Carers

9th December 2022

SEVERE WEATHER/EMERGENCY GUIDANCE PROCEDURE FOR SCHOOL CLOSURE

Every winter brings the possibility of snow and ice, extreme bad weather can cause widespread and prolonged disruption. I am therefore writing to you to inform/remind you of the procedures for these circumstances. Please retain this information for your future reference.

As a fundamental principle every effort must be made to keep schools open, even if only limited numbers of pupils can attend. However, schools may close due to ‘unavoidable’ circumstances. Those circumstances being that it is no longer safe for staff or pupils to be onsite. The criteria for actually deciding to close are obviously varied but could be any of the following.

- 1) Can a reasonable temperature be maintained in the building?
- 2) Is water available?
- 3) Are the toilets working satisfactorily?
- 4) Will there be enough staff to supervise the number of children who are likely to be present?
- 5) Is the site safe?

We recognise that it is important our school remains open so our parents are able to work and pupils can continue to learn. We will make every effort to prepare for severe snow/ice this winter by gritting pathways, clearing access points etc.

How will we let you know if the school is closed?

If we do experience severe snow/ice resulting in hazardous conditions, we may have to take the decision to close the school. Once this decision has been made we will notify parents via the Kent Closures website and the School App. To determine whether Singlewell Primary School is open or closed please visit www.kentclosures.co.uk. Search for the school in the search box. The Kent Closures website may also be used to find out if other services in Kent are open or closed, such as nurseries, children’s centres and libraries. We also recommend parents sign up for free Email alerts on the Kent Closures website. This service will send an email alert to let parents know if Singlewell Primary School is closed.

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School App/School Website

We will only use this media if the school is **CLOSED**. **If the school is CLOSED the Breakfast and After School Clubs will also be CLOSED**. The school website is www.singlewell.kent.sch.uk. You can add this as a favourite for easy access.

What can you do to help?

- **Information** - Please visit www.kent.gov.uk/winter for more information about gritting routes and travel issues around Kent so you can plan your journey.
- **Entrance/Exit to the School** – **Due to the current one-way system the entrance/exit will continue to be via both gates if viable. Please be careful as you walk around the site.**
- **Packed Lunches** - **All children need to be provided with a packed lunch on these occasions as delivery of lunches may be affected.**
- **Don't forget suitable warm clothing** – The children can only go out and play in the snow if they bring a change of trousers, socks, shoes/wellies and gloves in a named carrier bag.
- **Safety** - Your child will be expected to attend school but only if it is safe for you to bring them.
- **Back-up Plan** - If you are a working parent or feel you may have a problem with a sudden earlier pick up, please could you put a back-up plan in place with another family member or parent and inform the school. This will allow staff to leave earlier for their safety if weather dictates.
- **Contact Numbers** - Please ensure that we have your up to date mobile number.
- **School App** – Please ensure you have downloaded/updated the school App.

Should a situation arise when the school needs to be closed at short notice, and some children have already arrived, arrangements would be made to keep those children at school until they could be collected. Similarly, should conditions deteriorate drastically during a school day no child would **ever** be allowed home early without you actually collecting them. Please note that **written authorisation or a phone call** is needed for another family to take your children.

School Closure Severe Weather - Home Learning

If the school is closed, work for the children will be on Purple Mash. The children have their login details for Purple Mash in their reading contact books/homework diaries.

Yours sincerely

Mrs M Brown
Headteacher