



**Interim Headteacher: Mrs V Childs**  
**Matching Green C of E Primary School**  
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11<sup>th</sup> November 2024.

Dear parents and carers,

As we approach the colder and wetter months, I have started to make plans in the event of adverse weather. **Every** effort will be made to keep the school open in severe weather. However, in some cases, adverse weather could result in school closures or variations to the school day

The decision to open or close the school will not be taken lightly and we recognise that it is important for Matching Green to stay open so that pupils can continue to learn, and family members can continue to work. The circumstances that could lead to a school closure or variation to the school day are dependent on pupil and staff safety.

### **When will I know that the school is closed?**

A decision will be made to open or close by 7.30am, this will be communicated to you by 8am at the latest. In any severe weather where we can remain open, we will have a later start of 10:00am, as this will allow staff extra time to travel to school and for us to prepare the school site.

### **Will Morning Club be running?**

Morning Club will not run in the event of severe weather, as Mr Loader will be preparing the school site.

### **What will be considered when making a decision whether to close the school?**

The following factors will be risk assessed against the safety of children and staff:

- Staff availability and ratios due to personal circumstances and travelling.
- Conditions of surrounding paths and access roads in and around school, this could include flooding.
- Conditions of local road and the safety of staff and children travelling.
- Weather predictions and deterioration throughout the day
- Availability of resources such as power and water.

Decisions will be made on a day-to-day basis, unless severe weather conditions continue and are predicted.



### **How will I let you know if the school is closed or will open?**

Communication will be shared with parents through an email and a text using Teachers2Parents, a message on our Instagram school page and class pages and on our school website.

Updates and further information will also be available from:

<https://www.essex.gov.uk/schools-and-learning/schools/emergency-school-closures/>

### **Will the children be able to have a hot meal?**

School dinners will be dependent on the delivery of ingredients, and you will be updated on a day-by-day basis. It may be that we have to ask parents to provide a packed lunch, but we will endeavour to operate 'business as usual' where we can.

As a school, we often experience unplanned power cuts and therefore this will influence our ability to provide a meal.

### **What will a later start look like?**

We will open the school at 10am and have a 20-minute open register to allow parents and carers time to travel, park and arrive at school safely.

### **Will you close early after opening?**

If we are unable to meet the basic requirements and basic needs of the children due to a power cut, or if we are not able to provide food for the children despite our best endeavours, then we will close the school early and ask you to collect the children.

If the weather starts to deteriorate, we may close the school early or make variations to the end of the school day and ask that family members collect the children as soon as they can, to enable to staff to leave safely.

### **What will the end of the day look like?**

We will ask families to collect children between 2.30pm and 3.15pm. This is to enable parents and carers time to travel, park and for all to leave school safely.

### **How long will the school be closed for or how long with the variation be in place for?**

Families will be notified on a day-to-day basis dependent of the factors impacting pupil and staff safety. Our school can also be impacted by compacted ice and flooding and this will be considered too.

### **How will absence be recorded on a school closure or during variations?**

If the school is open to all pupils, children will be expected to attend school. Children who do not attend will have their absence recorded as unauthorised, unless a discussion is had with me to authorise the absence and will be decided on an individual basis.

Children arriving between 10am and 10.20am will be recorded as present. Children arriving after 10.20am will be marked as late.

### **What shall children wear?**

Children should wear their normal school uniform. Children should come appropriately dressed in waterproof, warm coats, hats, scarves and gloves. Children are encouraged to wear suitable footwear such as wellies or snow boots and should bring another pair of shoes. On snow days, if we can, we will enjoy some time in the snow with the children!

### **Will the children be learning remotely?**

As these occurrences will be rare, children will be expected to read, practise spellings and complete their timetables. Additional learning will be published on class Instagram pages.

More information can be found on our remote learning policy, which is being updated and will be available on the website.

### **How can I help?**

- Share any news or updates with other school families to ensure everyone has received the information.
- If you live in the village, please walk to school, to prevent unnecessary traffic surrounding school.
- Volunteer your help! I would be grateful for local families to support us to clear the site from 9am, please bring a shovel!

Thank you in advance for your support with this matter. If you have any questions, suggestions or require any further information, please do get in contact.

Yours sincerely

*VChids*

Vicky Childs  
Interim Headteacher