



# St Mary's

C.E. Middle School, Puddletown

Inspire Today to Shape Tomorrow

Coombe Road, Puddletown, Dorset DT2 8SA

Tel: 01305 848293

Email: [office@stmaryscemiddle.uk](mailto:office@stmaryscemiddle.uk)

## LEADERSHIP TEAM

Mrs M KING B.Ed (Hons) NASENCO – Assistant Headteacher -Inclusion Leader/SENCO

Mr M TUBB BSc (Hons) – Assistant Headteacher

Mr L MITCHEM - B.Sc, PGCE, NPQLT - Assistant Headteacher

Mr B TRIM – Business Support Manager

HEAD OF SCHOOL Dr T Ennion BSc (Hons), PhD, NPQH

September 2023

Dear Parents/Carers,

## RE: SEVERE WEATHER ARRANGEMENTS

Unfortunately, as every year, there is a small possibility that the school may be adversely affected by the weather. This letter outlines the procedure if the school should need to close because of the weather conditions.

The safety of pupils and staff is paramount and for this reason I am likely to take the decision to close the school if it snows and/or there are dangerous driving conditions. A major factor in our decision will be whether the bus companies will be running their routes in the morning and/or afternoon.

### How will parents know if the school is open or closed?

A decision to close the school will be taken early in the morning (usually between 6 and 7 am). This decision will be based upon weather conditions in the Puddletown area at the time and the forecast for the day. If a number of staff are unable to travel to school safely then this factor may also influence the decision to close the school.

If the school decides to close then check the school's current status using the Dorset Council website at <https://mapping.dorsetcouncil.gov.uk/closedservices/Service/schools> Click on your school's name to go to its own website. All schools will automatically revert to 'no disruption' at 4pm each school day. After 4pm, the status shown refers to the following school day. Parents should check the page in the morning. If your school is marked as 'partially open', some classes may be running as normal. Please check with your school for more details. We will also send an e-mail to all parents via Reach More Parents and display a message on the homepage of the School website (see address above) and put a notification on our Facebook page. We will endeavour to make sure this is done as soon as a decision has been made.

### What happens if the school is open as usual but weather conditions worsen during the day?

The British weather is so unpredictable that the school could open as usual but later in the day weather conditions could be such that it would be sensible for the children to leave early.

If the weather dramatically changes and the school is closed part way through the day, the school will send an email to all parents and will also post an update on the website and social media. As we only have a limited number of phone lines, please can parents only contact the school via the office email ([office@stmaryscemiddle.uk](mailto:office@stmaryscemiddle.uk)) in order to keep the phone lines clear.

**Please complete the attached permission slip regarding permission for your child's journey home in the event of severe weather causing the school to close during the school day. This will enable us to get the children home swiftly.**

**What about the provision of school transport?**

School Transport at County Hall have informed us that, if a bus operates in the morning, parents should assume that the service will operate at the end of the day, as normal.

However, it seems sensible to assume the converse to this ie. if a coach has not picked up in the morning then there will not be a service in the afternoon and parents should make their own arrangements to collect their children.

The individual service providers make the decision as to whether to operate a service. This is beyond the control of the school. If children are unable to attend school due to lack of county provided school transport then the school will always authorise the absence. The bus companies also listen to the local radio to see whether a school is open or closed.

I hope this clarifies any questions you may have. We will always try to give parents as much notice as possible as to whether the school will close.

Yours sincerely

A handwritten signature in black ink, appearing to read 'T Ennion', written in a cursive style.

Dr T Ennion  
Head of School

To School Office

In the event of a whole school closure due to severe weather I give permission for my

child.....Tutor Group.....

(Please tick as appropriate):

to be sent home on their usual school bus ME..... without direct contact with a parent/guardian.

OR:

Or to walk home as they would do normally without direct contact with a parent/guardian.

OR:

Please contact Parent/Guardian as my child will need to be collected from school.

OR:

Please contact parent/guardian directly in all cases before sending my child home.

Signed.....Date.....

IF APPLICABLE:

I give permission for my child to take responsibility for their younger sibling:

.....Tutor group .....