



Headteacher: Mrs Jenny Posner

Severe weather and emergency school closure

Dear Parents/Carers

This letter is to inform you of the procedures that we will take should there be the need for any closure of the school due to extreme weather or other emergency conditions. Any decision to close the school as a result of severe weather will be taken in the light of local conditions, an assessment of risk and direct guidance from the Education Department. The school must always consider the safety of the children, the safety of staff travelling to work and of course we realise that there is an impact on child care for you if the school closes.

The decision will be made at 6am by Education if all schools are to close. This decision is made by the Education Chief Officer based on reports he receives from the Department for Infrastructure and Transport and Technical Services. This will be communicated through the media; Radio Jersey, Channel 103, the Education Department's Facebook site, on St Martin's Facebook page and via our Parentmail service.

If the conditions are variable across the Island, the Education Department may ask schools to make the decision to open or close. I need to make this decision based on:

- The school site being accessible/safe
- Having a caretaker present to keep the roads, paths and steps clear of ice and snow
- Having the correct adult to pupil ratios if we open
- A member of staff on site who can take responsibility for the leadership of the school if the Leadership Team are unable to get to St Martin's
- Having first aiders and key staff with identified responsibility for Safeguarding on site

I have to make the decision with information passed to me from the Chief Officer, the police and the departments mentioned above. If some schools are open and some are not I will make the decision as quickly as I can in the morning, which might include the decision to open the school at a later time e.g. 10am. This will be communicated via our email service, Facebook, Twitter and the local media.

If we do decide to open we will risk assess all entrances and exits and make a decision which is the safest entrance to use based on the conditions on the day. Staff will be there to support and ensure that we are safe. I would ask that you follow the directions of the staff this time as a thorough risk assessment will have been completed. It is important that you only travel if you believe it is safe enough to do so from your location.

In extreme circumstances we may shut during the school day due to deteriorating conditions and then we will contact you via email/text service to ask that you come to school to pick your child up. This will also be communicated via our social media, website and local media. In this scenario I ask that you collect your child as soon as possible; this enables me to send staff home safely too. If you wish to nominate someone else to collect your child on that day, you must contact school to let us know either by phone (851812) or via email (admin@stmartin.sch.je). Above all we want children, families and staff to be safe so I ask for your support if we experience severe weather.

Many thanks
Mrs Jenny Posner
Headteacher

