

Hilltop Infant School

Hill Avenue

Wickford

SS11 8LT

Telephone: 01268 762531

Headteacher: Mrs. K. Mackenzie



Date:

Winter Weather Arrangements

Dear Parents and Carers,

As you may be aware, it is anticipated that severe weather is likely over the next few months. It is always our aim at Hilltop to keep our schools open but there may be occasions when the schools will need to close if there is heavy snow or other extreme conditions. It is not necessary for all staff to reach school but we do need to have sufficient staff in school to ensure that children are safe. Some of our teachers and teaching assistants live some distance from school and it is possible that they may not be able to reach school in the event of severe weather. The safety and well-being of our whole community is always our primary concern.

Mrs Mackenzie and Mrs Waite liaise about school closure and will aim to make a decision at the earliest possible time.

If the schools need to close, all families will be informed via text messages and the school websites. Information will also be given to BBC Essex and Heart FM. It is very important that you keep us updated with any changes of mobile numbers and that you make sure your primary contact phone remains charged and switched on. Occasionally parents do not receive messages because their phone is turned off or because they have changed their numbers.

If the school remains open and you do not feel that it is safe for you to travel then please let us know. It may be possible for you to walk into school even if you normally drive but we realise that this is not an option for everyone. Please try not to phone the school office to check if the school is open. We need to keep the phone lines open to ensure that staff can call in and so that we can make emergency arrangements.

Please make sure that your children come to school over the winter with warm clothing, including hats and gloves. If it does snow, we shall be enjoying the opportunity to spend time outside together.

We would like you to remember that we will be keeping the schools open wherever possible.

BBC Essex - 103.5 – 95.3

Heart FM - 102.6 – 96.3

Yours,

Mrs Karen Mackenzie

Mrs Alison Waite

