



CHESSWOOD JUNIOR SCHOOL
Home of Bright Sparks
Chesswood Road Worthing West Sussex BN11 2AA
Head Teacher: Mr Andrew Jolley
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Monday, 26 February 2018

Preparation for Severe Weather - Don't Panic!

Dear Parents,

There are weather alerts in place for this week – at this time we do not believe there is any notable risk to school opening – should this change we will issue further guidance. However, throughout the week the weather is due to be exceptionally cold for Worthing, please ensure children have a coat and know they are expected to wear it whenever they are outside. Although we don't usually need them in sunny Worthing – HAT, GLOVES, SCARF (with names on!) would be a very good idea this week.

It is now the season to be snowy and we recognise this can cause uncertainties, difficulties and anxiety for many. Chesswood Junior school in partnership with feeder schools have developed the following guidance together to ensure the 'least worst' disruption to learning, families and employees, if and when we are faced with a decision to close our schools.

Is the school likely to close?

The Headteacher will take the decision regarding opening the school once conditions are known, not simply forecast. We will make every reasonable effort to remain open, because:

- Parents often need to get to work and some may be in specific frontline services i.e. police, ambulance, fire, hospital staff.
- Children are likely to be safer in a structured environment than some of the unstructured circumstances that may arise.

If the school is open then all children are expected to attend as normal, register codes will be applied as normal.

Where can I find out more?

Where there is a significant chance that snow will disrupt the opening of the school then we will notify parents of that risk.

- Going to the school website – www.chesswood.w-sussex.sch.uk
- School answerphone 01903 204141
- Schoolsbuddy email
- Twitter #@chesswoodschool
- Listening to local Radio – More Radio, Splash FM or BBC Sussex

A clear decision will be made regarding the opening status and by 7.45am, parents will be able to find this out by using any and all of the above. The website will have a clear message on the front page stating:

DREAM – ASPIRE - ACHIEVE

School is Open (normal procedures), School is Open (Limited Community Service) or School is Closed

If the school is closed, Senior Leadership will consult during the day to make a decision as to the following school day. This decision will be posted on the school website, sent out using Schools Buddy and Twitter, it will also be placed on the school answerphone by 7.45am the following morning.

If conditions worsen significantly during the day it may become necessary for children to be picked up early. The school will not close until the last child is collected – **please do not call to ask if we are closing early – we will contact you, if required.**

How can I help the school?

In the event that the school is open and running a **limited community service**, parents must note the following:

- We will be doing our best in uncertain, often complex and changing circumstances, please be positive in any communication you have with staff.
- It is entirely the parents' responsibility to decide if it is safe for them to travel to school. Where there is extreme weather and we open as a community service parents are not obliged to send their children and it will not affect their child's attendance record if they do not. If the school is open as normal, as stated on the website absence will be recorded in the normal way.
- Attendance registers will remain open until 10 a.m. to ensure punctuality does not lead to additional anxiety and risk.
- Do not call to ask if we are closing early as this will divert staff from other priorities – we will contact you, if required.
- Where parents do keep their children at home for the day, they are asked to undertake one of the following:
 - Email to let us know: office@chesswood.w-sussex.sch.uk or
 - Telephone the school between 10.30 and 12.00 noon – please do not call before 10:30 a.m..

In the case of a limited community service:

- Please provide your child with a packed lunch in case we have no cook!
- Normal lessons may be suspended for the day although the best possible learning activities will be secured with the staff available.
- Please provide warm clothes, hats, gloves and wellies (or suitable footwear) so those wishing to make snowmen and throw the odd snowball can do so!

As ever, we are keen to hear how these systems work in practice and whether they can be improved in any way. On that basis, we would ask you to contact the school with praise where it has worked well or suggestions for improvement where it has caused difficulties for you.

Yours sincerely



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