



**Elms Bank**  
School & College

Excellence for All

18 November 2024

Dear Parents and Carers,

### **Procedures for Extreme Weather Conditions**

At this time of year, when the cold hits and the prospect of severe weather warnings increase, we like to write home to parents/carers to inform families of our procedures during extreme weather conditions. We do ask that if your contact details (email, mobile number or home address) change throughout the year, you inform us so we are able to contact you easily.

We will always aim to keep school and College open in the event of severe weather conditions and will be inspecting and gritting the site from 5am each day. The default position is that we are open and you should assume this is the case unless you hear from us. We do have staff who live several miles from school who may find it difficult to get to work for the start of the day. In these circumstances, we may have to merge classes or start the school day later than usual. In very extreme circumstances we may have to take the decision to close school, but this will always be avoided if there is the possibility of remaining open.

As soon as a decision to close school or College or operate different opening hours is taken, information will be posted on the school website, and a text message will be sent to parents and carers. This will occur as early as we can, to inform families after our risk assessments are complete. Regular updates will be posted on the school website and also on the school's social media feeds. Please ensure that you check your phone and the school website before setting off for school or College in the event of severe weather.

If you do not have a text message and there is no notification on the website, please assume that school and College are open as we will always inform you otherwise. Please do not call school or college to ask as the default position is that we are open unless you have been told definitely by us that we are not.

Should the weather get worse throughout the day and we have to make the decision to close early, parents will be contacted via text and phone message.

If your child is brought to school or College via the Council's Transport service, the following will apply:

Headteacher: Mrs Gemma Parkes

Ripon Avenue, Whitefield, Manchester M45 8PJ



0161 766 1597



enquiries@elmsbank.co.uk



www.elmsbank.co.uk

- If we make the decision not to open school or College in the morning, you will be contacted by the escort to inform you that Transport is cancelled. If you have any queries, please contact school.
- If we have made the decision to open but the Transport service has assessed the journey as unsafe, then the transport will be cancelled. You will be contacted by the escort in this case. If you have any concerns, please contact the School and College Transport team on 0161 253 6968.
- If you decide not to send your child to school because you feel it is not safe for them to travel, please contact your escort or driver as early in the morning as possible to tell them so they can cancel the journey.
- If it starts snowing during the school day and a decision is taken to close school early, school will notify the Transport team. If they are able to provide transport they will do so; if they are not available, students will be looked after by staff in school or College until parents/carers are able to come and collect them.

With kind regards,

Gemma Parkes

A handwritten signature in black ink, appearing to read 'Gemma Parkes', written in a cursive style.

Headteacher