November 2019

Dear Parents / Guardians

Severe weather conditions – school closure arrangements

Given the onset of winter weather I thought it would be helpful to write to you and remind you about our arrangements for closing the school / sending your child home early in the event of severe weather. The decision is not one which is taken lightly and takes into account the Health and Safety of pupils and staff.

Before School

In the event of the school having to close early, a decision is usually taken at around 07.00 a.m. KCC are informed via a secure website. KCC then post this information on their website www.kent.gov.uk/winter and they will inform BBC Radio Kent, Heart FM and KMFM who will broadcast the closures list. KMFM will then use this information to update their website www.kentschoolclosures.co.uk. At the same time our website www.archbishops-school.co.uk will also show the information that we are closed. We also aim to send a text message as soon as possible to all parents through 'Keep Kids Safe'.

If at all possible, please avoid phoning the school as this delays us contacting the outside agencies that we need to deal with in such an event.

Children arriving at school after the decision has been taken to close will still find the building open and staff on hand. They can then contact you to make arrangements for getting home.

Early Closure

Early closure is usually due to the potential difficulty in pupils getting home at the end of the day. In this case pupils will be asked to contact you to advise you before they leave school. Pupils who cannot contact you, can of course, stay in school until they have been able to get hold of you. We will also text you through 'Keep Kids Safe'. In any event the school building will remain open and a member of staff will be here until all the children are able to get home / are collected.

Yours faithfully

Mr D Elliott
Headteacher