



November 2024

Dear Parent/Guardian,

Severe Weather/School Emergency Procedures

In the event of an emergency or severe disruption such as:

- Extreme weather - snow, flooding
- Facilities issues – boilers, drains
- Widespread sickness/epidemic

I have outlined below the procedures we will follow at St Martin's C of E Primary School.

A decision on whether the school will close will be made as early as possible. If we decide to close school, then we will send a notification out to all our parents via our SchoolPing messaging system. We will also add a message to our School Website on the Home Page: www.stmartinsschool.org.uk As well as this, North Somerset Council lists information about closures as soon as possible, you can visit www.n-somerset.gov.uk/disruption

You will need to check daily for updates during these times.

We will not be contacting parents directly by telephone as this takes too much time and the telephone system becomes blocked. We will probably also have a low number of staff in School at that time.

If there is heavy snow or other extreme weather while the children are at school, then all clubs will be cancelled as children will need to leave as soon as possible at the end of the day. We may decide to close the school early if it is felt that the weather will become so serious, that it might prevent parents from collecting their child/ren at the end of the day.

I hope that these procedures are clear and informative. We aim to make decisions as quickly as possible, but sometimes circumstances out of our control may delay this.

Could I also ask that you ensure children arrive at school wearing warm coats, gloves and hats to protect them in the cold weather.

If you do not currently receive SchoolPing messages, then I would strongly recommend that you activate your account. A verification email will have been sent to your registered email address. If you are having difficulty logging into your SchoolPing account, please contact the school office.

Yours sincerely,

Tracey Thomas
Head of School