

Information for parents

Please note, in the event of a severe weather warning that may affect the school's normal opening hours, the following procedures will be put in place:

- As soon as we are alerted to severe weather an email and text will be sent to parents with regular updates. (If you know of a parent that would not receive an email we would ask that you would help them by notifying them there may be a closure.)
- Any decision to close the school will be made by 7am. Information will be emailed and texted to parents and posted on the front page of the website.
- You should receive a message independently from your child's transport provider.
- www.west-hill.surrey.sch.uk will be updated on a regular basis - you will need to refresh your browser if you stay logged on to the website.
- Wherever possible, we will have the school phone manned for telephone queries. Emails to our Office Manager smanashe@west-hill.surrey.sch.uk will be accessed.

What happens if the weather deteriorates during the school day?

- The school will only close in the event of severe weather or on advice from the Local Authority. The decision will be made by the Headteacher.
- The decision will be posted on the website, sent by email and text.
- Wherever possible, we will arrange for the school transport to come early.
- Parents of pupils who are normally collected by parents will be contacted as above.
- Pupils walking home will be advised to walk in groups. In the event that you know your child will not be able to do this then we ask that you arrange to collect your child.
- School will be kept opened and appropriately staffed until the last pupil has left the building.
- Please note that staff are not permitted to give lifts to pupils.

How you can help:

- Relay the message to anyone you know not able to be contacted by the school.
- Where possible, keep regular checks on the school website.
- Talk through the procedure with your son/daughter and plan with them what they should do in the event of bad weather.
- Ensure that if there is any warning of bad weather or any residual snow or ice that your child is sent into school with appropriate footwear and outdoor clothing. It may be more appropriate that they wear wellies / outdoor boots and bring shoes to change into.