

Inclement Weather Procedure

Junior School

Parents will find the following points of information and guidance about our procedures during periods of inclement weather helpful.

1. Our intention is for school to remain open. On mornings when bad weather will clearly affect the safe transportation of pupils the Minibus transport may be suspended. If a decision is made to cancel the minibuses the night before, we will let parents know by School Post ahead of time. If the Minibus transport is cancelled on the morning itself, we will alert parents by School Post, post a notice on our website www.stephenperse.com and twitter feed @SPFJuniors.

2. Safety is the first consideration for each family. Whether your child attends school will depend on personal circumstances and local conditions. We appreciate that local conditions will vary and may change rapidly and will understand if a pupil cannot get to school by 8:30am for registration or even by 9:00am for lessons. Equally, if bad weather sets in later and you are worried about the journey home, you may wish to make arrangements for your child to be collected or leave school before 3:30pm.

3. Junior School pupils who come to school should go to their year groups in the normal way

4. To ensure that we know who will and will not be in school (and to comply with statutory requirements), kindly inform us if your child is unable to attend school by emailing: studentabsence@stephenperse.com. Please avoid telephoning us unless absolutely necessary to ensure that telephone lines remain available for urgent calls.

5. In exceptional circumstances, we may take the decision to close the Junior School early in the day. In this event a notice will be posted on our website www.stephenperse.com and twitter feed @SPFJuniors. In addition, notifications will be sent to parents via School Post. Parents of Junior School pupils may arrive at school to collect their child at any time, up until 3.30pm, but there will be no after-school activities and no Late Stay. Minibus and coach transport may be suspended if conditions are particularly severe.

Parents who arrive to collect pupils will be asked to wait in the main reception area and their child will be sent/brought to meet them. Supervision will be provided until every pupil has been collected/left the premises.

6. Exceptionally, on a day affected by particularly bad weather, parents may find it more convenient to take their child to Dame Bradbury's School in Saffron Walden for the day. Should this be the case, parents are asked to contact both the Junior School and the office at Dame Bradbury's (office@damebradburys.com) to arrange this.

Reviewed: January 2019