



6 January 2026

Dear Parent / Carer

Snow / Severe Weather Plan

At this time of year, we are always mindful of the possibility of snow and extreme weather. In matters related to adverse weather conditions, we will **keep the school open** whenever possible, provided that the safety of students and staff can be assured. We will, of course, plan to prevent closures whenever we can.

However, there may be occasions when, due to the health and safety of students and staff, we have to close the school.

Decision

The decision to stay open or close the school is made by **07:00** at the latest by the Headteacher. The decision will be based on;

- the ability of staff and students to travel to school;
- the conditions on site and in the building, and the resultant H&S risks;
- the likelihood of the weather worsening during the day.

Communication

The communication method to advise of school closure will be made via text message using Teachers2Parents, radio stations (BBC Essex and Heart Essex) and notices on the school's website, <https://www.larchwoodprimary.co.uk/> and on the school's X / Instagram accounts.

Once the decision has been taken to close the school, it will not be reversed, even if weather conditions improve. Please accept our apologies in advance if the decision turns out to be the wrong one, but we have to decide on the basis of the information available at the time and with enough notice to parents/carers and staff.

Closure of school during the day

We may decide to close the school during the school day to ensure the safety of students and staff travelling home. In this event, we will communicate via Teachers2Parents, the school's website and X / Instagram.

Reopening of school site

When the school site is safe to reopen, we will send a Teachers2Parents message and update the school's website and X / Instagram account.

Mr S Bowsher
Headteacher

