



**Archbishop Courtenay**  
**Church of England**  
**Primary School**

Eccleston Road  
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Maidstone  
Kent  
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office@abc.aquilatrust.co.uk  
www.archbishopcourtenay.org.uk  
**Headteacher:** Mrs S Heather  
**Chair of Governors:** R O'Connell

8th November 2023

Dear Parents and Carers

### ***Severe Snow/Ice Plan for Parents, Carers and Families***

Every winter brings the possibility of snow and ice. Extreme bad weather can cause widespread and prolonged disruption. Schools are often affected and it can be difficult to maintain an education service.

As a fundamental principle every effort must be made to keep schools open, even if only limited numbers of pupils can attend. There is a legal requirement to keep schools open for children to attend for 190 days per year (380 sessions). However schools may close due to 'unavoidable' circumstances. Those circumstances being that it is no longer safe for staff or pupils to be on site. The cancellation of public transport or the inability to run a normal timetable due to staff absences are not considered unavoidable circumstances.

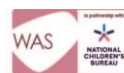
We recognise that it is important our school remains open so parents and carers are able to work and pupils can continue to learn. We will make every effort to prepare for severe snow/ice this winter by gritting pathways, clearing access points etc.

### ***How will we let you know if the school is closed?***

However, if we do experience severe snow/ice resulting in hazardous conditions, we may have to take the decision to close the school. Once this decision has been made we will notify parents via the Kent Closures website. To determine whether the school is open or closed please visit [www.kentclosures.co.uk](http://www.kentclosures.co.uk). Search for the school in the search box. We will also update Facebook. The Kent Closures website can also be used to find out if other services in Kent are open or closed, such as nurseries, children's centres and libraries. We also recommend parents sign up for Email alerts on the Kent Closures website [www.kentclosures.co.uk](http://www.kentclosures.co.uk). This service will send an email alert to let parents know if the school is closed. Parents and carers can also listen to KMFM, BBC Radio Kent or Heart FM to hear if the school has closed.

### ***What can you do to help?***

- Please visit [www.kent.gov.uk/winter](http://www.kent.gov.uk/winter) for more information about gritting routes and travel issues around Kent so you can plan your journey.



2022-2025

**The Diocese of Canterbury Academies Trust**

**Suites 19 & 20 – Motis Business Centre – Cheriton High Street – Folkestone – Kent – CT19 4QJ – Tel: 01303 905100**

Registered Company N<sup>o</sup>. 9035788

Registered Office Address: Diocesan House Lady Wootton's Green Canterbury CT1 1NQ



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- Please can you provide a packed lunch from home in case school meals cannot be provided.
- School uniform should always be worn but don't forget suitable warm clothing – gloves, hats, scarves, wellies etc. or even a change of clothing.
- If you are a working parent or feel you may have a problem with a sudden earlier pick up, please could you put a back-up plan in place with another family member or parent and inform the school. This will allow staff to leave earlier for their safety if weather dictates.
- When the school is open, non-attendance due to snow/ice will not be authorised for statutory age pupils except in very exceptional circumstances since the majority of children live within walking distance of the school.

Thank you for your support in helping our school remain open during periods of severe snow/ice.

Yours sincerely

Mrs. S. Heather  
Headteacher



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