



# Fort Pitt Grammar School



February 2018

Dear Parent/Carer

## **Adverse weather update – February 2018**

I have been advised by the Met Office, the Local Authority and various other parties that there could possibly be adverse weather conditions across the whole of the South East this week.

As a result I am writing to remind you of our bad weather procedures as the school has not needed to close for some years.

First thing each morning, should there be snow, the school's Site Team will carry out a Risk Assessment in respect of the safety of the site and opening the school. I will then make the decision to open or close.

In the event of closure, we will post a notice on the home page of our website and text all families. Teaching staff will provide work for students remotely via our VLE and will be contactable by email in the usual way.

If the site is considered safe to open, no action will be taken. If the school is open but there is snow in the area, I would strongly encourage you to make every effort to get your daughter/son to school and to ensure they wear suitable shoes and coats.

I would ask you to check our website each morning before you decide to travel.

If there is sudden snowfall during the school day, I will carry out a Risk Assessment. If we need to close early, families will be contacted by text and email giving details of the closure. We will also place information on our website.

If you usually collect your daughter/son from school I would urge you to ensure they have keys to the house and arrangements are in place for them to travel home safely should you not be able to collect them in the usual way.

Thank you in advance for your co-operation in this matter.

Yours faithfully

A handwritten signature in blue ink, appearing to read "Nick Watkiss".

**Nick Watkiss**  
**Headteacher**

**Headteacher : Nick Watkiss BMus (Hons), NPQH, FRSA, FCoT, PQSI**

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