



# ST MARGARET WARD CATHOLIC ACADEMY



Little Chell Lane  
Tunstall  
Stoke on Trent  
ST6 6LZ

Telephone: 01782 883000  
Pupil Absence Line: 01782 883003  
Email: [office@smwca.org.uk](mailto:office@smwca.org.uk)  
Website: <http://www.stmargaretward.co.uk>

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Principal: Mr. D. McKenna B.Soc.Sc. MA. PGCE. NPQH.

Our Ref:01A/SnowProcedure/DM/LBI

7<sup>th</sup> December 2022

Dear Parent/Guardian

As we enter the season of winter, please note the following arrangements that will apply in the event that we have any snowfalls or severe weather from now on. A copy of this letter is also available through the website at – <http://www.stmargaretward.co.uk>.

As you know, we will always try to remain open, but sometimes this may not be possible. In the event of very bad weather, please check for information on the school website, as the status of the school will be published on the front page. Please try to avoid phoning the school as we only have 2 lines and they quickly become saturated.

In the event of snow overnight, a decision about whether the school will be open will be made and published on the web site as early as possible, hopefully by 7am and BBC Radio Stoke (94.6 or 104.1 FM and 1503 MW) will announce it on their regular bulletins.

**However, the quickest and easiest way of receiving such information is through text messages and/or emails. Please ensure the school has an up to date mobile number/e-mail address, as without this we cannot contact you.**

**In the event of a severe snowfall during the school day:**

1. I will decide whether or not to close the school (please do not assume that if it snows the school will close).
2. You will be informed by text message and it will be on the school website
3. Pupils will be dismissed to make their own way home. **If you do not wish for your child to make his or her own way home, you must sign and return the enclosed reply slip by Monday 12<sup>th</sup> December 2022.**

It may be useful to discuss the following with your child(ren) –

- What is the best route home if your child has to walk?
- Who will care for your child until you arrive home?
- Is there someone your child can phone to allay his/her fears?
- How will your child get home if buses are not available?
- It is advisable to wrap up well in such weather, especially if your child ends up walking home.
- It is advisable that your child returns home directly or goes to a pre-arranged destination and they contact you if this changes for any reason.

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**If you require this information in a different format, please contact the school.**



Continuation...

Your child will be dismissed to make their own way home, unless you have informed us otherwise on the reply slip below. Please note that it is worth being prepared for such an eventuality, for example by arranging for your child to stay with a friend or relative who lives close to the school should the need arise.

As you can appreciate, during these circumstances it is in everyone's interest that there is complete co-operation. It is never easy to take the decision to close the school but there are times when the health and safety of the school community must take precedence over pupils' education. Nevertheless, pupils can access their work by logging onto Microsoft Teams.

**It is essential that in the event that students are due to take a public examination on the day make every effort to attend, even if the rest of the school is closed, as the exams will go ahead as planned.**

In the unlikely event of the school having to close for a period of time, we will do our utmost to keep the school open for exam classes at least. Again, the website is the place to look for updates.

Thank you for your continued support.

Yours faithfully



Mr D McKenna  
Principal

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## Reply Slip

**ONLY COMPLETE AND RETURN THIS REPLY SLIP IF YOU DO NOT WANT YOUR CHILD TO MAKE HIS/HER OWN WAY HOME IN THE EVENT OF A SCHOOL CLOSURE DUE TO SNOWFALL**

Child's name.....

Fidei Group.....

If the school should close due to snowfall during the school day I **DO NOT** wish for my child to make his/her own way home. I will make alternative arrangements for him/her to be collected.

I understand that they will be kept at the school until someone arrives to collect him/her.

Signed.....(parent)

Date.....

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