



# Meopham Community Academy

Part of the Pathway Academy Trust

Headteacher: Mrs M Sowden-Mehta

*Enjoy, Learn, Aspire*

Dear Parents,

## SEVERE WEATHER PROCEDURES

In the event of severe weather or exceptional circumstances such as prolonged loss of electricity or lack of heating, having an impact on our ability to open the school, you will be notified as soon as possible by text message (for those parents who have signed up to the school's Parentmail communication system). It is **vital** therefore, that the contact details for the primary contact for your child is kept up to date. If you have changed your details post the recent data-collection sheets; please inform the school office immediately.

### In the event of a partial/full school closure **before the start of the school day:**

1. We will send a text message to the primary contact.
2. We will post a message on the Home Page of the school website.
3. An open or closed status message will be available from the Kent School Closures website.  
[www.kentclosures.co.uk](http://www.kentclosures.co.uk)
4. We will notify Radio Kent.
5. A message will be posted on both the school and PTA Facebook page.

You may have to provide a packed lunch from home in case school meals cannot be provided; please check the school website. The **Kent Schools Closure** system is used to notify parents of a school's status in terms of whether the school is open or closed. Once a school's status has changed or been updated, a message via email (free) or text alert (charges apply) is then broadcast to anyone who has requested them. In order to receive these alerts, parents must register, so in order to receive these alerts, please ensure you have registered for this service via [www.kentclosures.co.uk](http://www.kentclosures.co.uk).

### In the event of a partial/full school closure **during the school day:**

1. We will send a text message to the primary contact, giving them a time to collect their child/ren and which entrance to use to collect.
  2. Staff will dismiss children only to those authorised to collect.
  3. If any child has not been collected, telephone calls will be made to all contacts.
- Don't forget suitable warm clothing – gloves, hats, scarves and wellies (with shoes to change into).
  - If you are a working parent and you feel you may have a problem with a sudden earlier pick up, please put in place a back-up plan with another family member, parent or friend and inform the school via your class email address.

Many thanks for your support and understanding in advance, of our severe weather procedures.

A handwritten signature in black ink, appearing to read 'Mrs Sowden-Mehta'.

**Mrs Sowden-Mehta**  
Headteacher