

HEADTEACHER:  
**Ms Helen Comfort**  
(B.A.Ed.Hons, NPQH)



St. Margaret's-at-Cliffe  
Dover, Kent, CT15 6SS  
Telephone: (01304) 852639  
Fax: (01304) 853671  
e-mail: [secretary@st-margarets-dover.kent.sch.uk](mailto:secretary@st-margarets-dover.kent.sch.uk)  
[www.stmargaretsprimary.co.uk](http://www.stmargaretsprimary.co.uk)  
St. Margaret's-at-Cliffe Primary School on Facebook  
<https://twitter.com/stmargaretscp> on Twitter

*For Learning That Lasts A Lifetime'*

30<sup>th</sup> November 2015

Dear Parent/Carers

**SEVERE WEATHER GUIDANCE  
ST MARGARET'S-AT-CLIFFE PRIMARY SCHOOL**

On rare occasions we may not be able to open the school as normal because of severe weather conditions. We understand that this can be difficult for parents and carers and it is not a decision we take lightly.

Any decision will be made on the basis of the risk to pupil safety, either because of physical conditions (for example, if the heating fails) or because we do not have enough staff to carry out our duty of care (for example, because of transport disruption).

In these circumstances we may take the following actions:

- Open school later than normal
- End the school day earlier than normal
- Open the school only for some pupils
- Close the school (as a last resort)

If we have to take any of these actions, we will notify families in the following ways:

- Text messaging/email through Parentmail (**available only to parents who have signed up for this service**). **If you are not registered yet for Parentmail we would recommend that you do so as a matter of urgency**
- Message on school website
- Kent school closures website: [www.kentclosures.co.uk](http://www.kentclosures.co.uk)
- Local media: BBC Radio Kent, Heart FM, KFM

Please avoid telephoning the school to check if we are open – this can jam the switchboard.

Yours sincerely

**H Comfort**  
**Headteacher**

