



January 2017

Dear Parent / Guardian

As the winter term approaches we have to be mindful of the possibility of snow. When this happens we have to take the advice of the bus companies in the first instance. We also need to consider the safety of those pupils and staff, who live some distance from the school. Therefore, these are the steps we will take should we encounter snow:

- Conduct a risk assessment in consultation with the bus companies, Cyngor Sir Ceredigion and the Chair of Governors
- Should the snow come overnight or very early in the morning, we will announce our decision on Radio Cymru, Radio Wales, Radio Ceredigion, school website <http://bropedr.ceredigion.sch.uk> and via Parentmail in good time
- Should the snow arrive later in the day, we will ask pupils to contact parents on their mobile phones / the school phone, and we will make a decision as to whether we close the school as soon as possible and call the buses
- At critical times like this, the telephone lines to the school can be very busy. We would ask you to help us by:
  - ensuring that your child either has a key to the house or knows where they can obtain a key
  - If the above is not appropriate, ensure that your child knows where they should go should they be sent home. However, pupils are only allowed on a specific bus and other companies will not be insured to carry your child and probably not allow them on the bus
  - If your child is young, please ensure that they know your work/mobile number or that the school has your up to date contact information.

Ultimately, our prime concern is the safety of our pupils and staff.

Yours sincerely

A handwritten signature in black ink that reads 'Jane Wyn'. The signature is written in a cursive, flowing style.

**J Wyn**  
Headteacher