



**Hatfield Heath·Bishop's Stortford·Hertfordshire·CM22 7EA**

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**Headteacher: Mrs Nicola Wix**

5<sup>th</sup> January 2026

Dear Parents and Carers,

As we approach the colder and wetter months, I have started to make plans in the event of adverse weather. Every effort will be made to keep the school open in severe weather. However, in some cases, adverse weather could result in school closures or variations to the school day.

The decision to open or close the school will not be taken lightly and we recognise that it is important for Hatfield Heath Primary School to stay open so that pupils can continue to learn, and family members can continue to work. The circumstances that could lead to a school closure or variation to the school day are dependent on pupil and staff safety. Here is some information so that you are informed of the procedures we take.

**When will I know that the school is closed?**

A decision will be made to open or close by 7.30am, this will be communicated to you by 8am at the latest. In any severe weather where we can remain open, we will have a later start of 9:15am, as this will allow staff extra time to travel to school and for us to prepare the school site.

**Will breakfast club be running?**

If your child attends the Breakfast Club onsite as Hatfield Heath Pre School is a separate company it will be in touch with families as necessary.

**What will be considered when making a decision whether to close the school?**

In discussion with Trust and school staff, the following factors will be risk assessed against the safety of children and staff:

- Staff availability and ratios due to personal circumstances and travelling.
- Conditions of surrounding paths and access roads in and around school, this could include flooding.
- Conditions of local road and the safety of staff and children travelling.
- Weather predictions and deterioration throughout the day.
- Availability of resources such as power and water. Decisions will be made on a day-to-day basis, unless severe weather conditions continue and are predicted

**How will I let you know if the school is closed or will open?**

Communication will be shared with parents through an email on the MCAS system and a message on our school website. Updates and further information will also be available from: <https://www.essex.gov.uk/schools-and-learning/schools/emergency-school-closures/>.

**Will the children be able to have a hot meal?**

School dinners will be dependent on the delivery of ingredients, and you will be updated on a day-by-day basis. It may be that we have to ask parents to provide a packed lunch, but we will endeavour to operate 'business as usual' where we can.

**What will a later start look like?**

The Learning Partnership Trust fully complies with information legislation. For the full details on how we use your personal information please visit <http://www.hatfieldheath.essex.sch.uk/data-protection-privacy-notices> or call the school office (Hatfield Heath: 01279 730382, Roseacres: 01279 879599, Takeley 01279 870541) if you are unable to access the internet

We will open the school at 9.15 am and have a 30-minute open register to allow parents and carers time to travel, park and arrive at school safely. Children should be in school by 9.45am. We will only open the pedestrian gate by the school car park to allow for a safely gritted route around to the classrooms. Please do not cross the car park.

#### **Will you close early after opening?**

If the weather starts to deteriorate over the course of the day, we may close the school early or make variations to the end of the school day and ask that family members collect the children as soon as they can, to enable staff to leave safely.

Other factors that may lead to an early closure include being unable to meet the basic requirements and needs of the children, for example due to a power cut, or if we are unable to provide food despite our best endeavours. In these circumstances, we would close the school early and ask parents to collect their children.

#### **What will the end of the day look like?**

We will ask families to collect children via MCAS and provide clear guidance on the procedure in this message. We encourage families not to rush and will provide notice and a time window to enable parents and carers time to travel, park and for all to leave school safely.

#### **How long will the school be closed for or how long with the variation be in place for?**

Families will be notified on a day-to-day basis dependent of the factors impacting pupil and staff safety.

#### **How will absence be recorded on a school closure or during variations?**

If the school is open to all pupils, children will be expected to attend school. Children who do not attend will have their absence recorded as unauthorised, unless a discussion is had with me to authorise the absence and will be decided on an individual basis. Children arriving between 9.15am and 9.45am will be recorded as present. Children arriving after 9.45am will be marked as late.

#### **What shall children wear?**

Children should wear their normal school uniform. Children should come appropriately dressed in warm waterproof coats, hats, scarves and gloves. Children are encouraged to wear suitable footwear such as wellies or snow boots and should bring another pair of shoes. On snow days, if we can, we will enjoy some time in the snow with the children!

#### **Will the children be learning remotely?**

As these occurrences will be rare, children will be expected to read, practise spellings and complete their timetables. Additional learning will be shared via MCAS.

#### **How can I help?**

- Share any news or updates with other school families to ensure everyone has received the information.
- If you live locally, please walk to school, to prevent unnecessary traffic surrounding school.
- Volunteer your help! I would be grateful for local families to support us to clear the site from 8.15am, please bring a shovel!

Thank you in advance for your support with this matter. If you have any questions, suggestions or require any further information, please do get in contact.

Yours sincerely,

Mrs Nicola Wix  
Headteacher