Hightown Primary School, Hightown Road, Liversedge, West Yorkshire, WF15 8BL
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Headteacher: Mr. R. Ingleby

19th November 2026

Dear Parents / Carers

Winter Weather

As winter approaches it is possible that the weather may cause some disruption, although we hope that this is not the case.

Snow falling can be a magical childhood experience for many, however as adults the reality is very different. Closing the school is not an easy decision to make and many factors have to be taken into consideration before making that choice. As headteacher I have to make the final decision about opening the school based on the number of staff I have on site to safely operate. ***Above all the safety of everyone is paramount***. A number of staff including myself live quite a distance from school and the commute can easily become either dangerous because of ice and snow or impossible due to traffic grid lock.

Local weather conditions can also vary enormously across different parts of the district. Some of the 'met office' severe weather warnings in the past have been far from reliable and this can make the decision making process really difficult. We also need to take into consideration what is happening in other schools around us. If the local high schools choose to close this does have an impact on our decision making process.

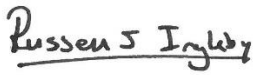
To summarise:

- We will communicate with you via the usual channels of the school app, email and the school website or Facebook. I know that many of you also use Facebook to share information. Details of any delayed opening time or full closure will also appear on the Kirklees website (http://www.kirklees.gov.uk/beta/announcements/disruptions-closures-and-weather/default.aspx) and will be broadcast on local radio stations.
- **PLEASE DO NOT PHONE SCHOOL TO CHECK IF IT IS OPEN** – *your call is unlikely to be answered*.
- We will try to give you as much notice as possible of any closure. If it is clear that the weather is going to be bad we will try to do this the afternoon/evening before the closure. If the weather is bad overnight we will try to let you know as early as possible on the effected morning.
- Our goal will always be to try to remain open and operate the school as normal. It may be that we delay opening school until 10am to allow sufficient time for staff to commute safely to work.

- Many pupils live in different areas, if you feel it is not possible for you to travel to school or not safe to do so then you would need to make the decision about keeping your child at home.
- If the school is closed then this will be recorded on the school registers as 'Y' – 'unable to attend due to exceptional circumstances'. This will not adversely affect your child's attendance.
- In the event of snow the main entrance to school at the front would be the first path to be cleared so we ask that this was the route you take.
- Should snow fall whilst school is in session a message will be sent out detailing our intentions. The website will also be updated.
- **To ensure that this system works it is important that the school has your up to date contact numbers at all time.**

If you have any questions or comments about our plans and procedures then please do not hesitate to contact me in the usual way. Your continued support is great appreciated.

Yours sincerely,



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