



POTTEN END C of E PRIMARY SCHOOL

Church Road, Potten End, Berkhamsted, Hertfordshire, HP4 2QY

Head Teacher
Mrs Denise Kennedy

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8 January 2026

Dear Parents and Carers

In the event of disruption caused by heavy snow, the main concern of the school will always be the safety of our pupils and staff. The school aims to remain open in the event of snow.

There are, however, certain factors which may lead to the school closing. These factors are as follows:

- There are not enough members of staff to provide satisfactory care;
- The severity of the weather conditions is on such a major scale that it is unlikely that many people will be able to make it into school;
- If the school can provide lunch for the children;
- The school grounds are sufficiently safe for children, parents and staff;
- The school has sufficient heating;
- The school has lighting and hot water across the site;
- External agencies such as the Local Authority are advising against school travel in our region.

In the extremely unlikely event the school is to be closed, we will declare this a 'Snow Day' and we will send an email on Arbor as soon as possible, normally by 7:45am on the day. The alert banner will also be updated on the school website.

When the school is open during snow fall, we will always aim to remain open until the end of the normal school day. However, if during the school day weather conditions deteriorate a decision will be made whether to offer parents the opportunity to collect children earlier. This information will be communicated to parents via Arbor. In this unlikely event, if anyone is struggling to collect their child earlier or at the end of the usual school day due to poor road conditions, transport arrangements etc., parents/carers should contact the school to inform us of the likely collection time.

Following any closure, an update will be shared with parents/carers via Arbor by 5:00pm regarding the decision for the following day. During any period of school closure, work will be set on Google Classroom for pupils to complete, with a possible live lesson, which will be communicated in Google classroom.

The school office will be contactable via email on admin@pottenend.herts.sch.uk which will be monitored by the Office Manager and Headteacher.

If the school is open during adverse weather conditions, the Headteacher will advise parents on areas such as adjustments to school uniform, extending the time registers are open for and any other information required.



DENISE KENNEDY
Head Teacher

