



18th November 2024

Dear Parents/ Carers

Snow forecast 18-19 November

As you will probably be aware, snow is forecast for this evening into Tuesday morning. This letter sets out our contingency plans.

Our intention is, if the weather is as forecast, to open at 10:00am to let most teachers, who live outside of Otley and on higher ground, get into school safely. A skeleton staff will be available if you **need** to send your child earlier than 10am. We would be grateful if you are able, to keep your child at home until 10am. Breakfast club will be open as normal from 7:45 as normal.

Your child should come to school as normal, dressed appropriately for the weather, ie winter coat, wellies, and shoes to wear indoors.

If your journey on Tuesday morning is disrupted by the snow, please allow extra time to travel safely or make alternative travel arrangements.

If the snowfall is not as heavy as forecast, and the roads are clear, I will text and put a message on the website at 7am that school will be open all day as normal.

Yours faithfully,

Elspeth Warren

