



UPLANDS MANOR PRIMARY SCHOOL

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Dear Parents/Carers,

I hope this letter finds you well. Thank you for getting children into school over the last couple of days. This letter is to remind you about our snow procedures, attendance when school is open and the importance of the School Gateway app.

Snow Procedures

In the event of severe weather conditions, such as snow, our priority is the safety and wellbeing of our pupils and staff. Please follow these instructions:

- **Notification of Closures/Delays:** We will inform you of any school closures or delays via the School Gateway App, our school website (scrolling banner at the top of the home page), and on the Uplands Manor Facebook page. Please ensure your contact details are up-to-date so you receive all notifications
- **Preparation:** In case of snow, please ensure your child is dressed warmly with appropriate shoes, coat, hat, scarf and gloves
- **Transportation:** If the school remains open but transport is disrupted, please make alternative arrangements to bring your child to school safely

Attendance Policy

Please remember that:

- **Unauthorised Absences:** Absences will be marked as unauthorised if the school remains open during snow days and your child does not attend. It is crucial for your child's education that they attend whenever possible

School Gateway App

It is important that all parents/carers sign up for the School Gateway App. The app allows you to receive instant communication about school updates, events, and any urgent alerts, including snow day notifications

- **Check Contact Details:** Verify your contact information is correct in our system.
- **Download the School Gateway App** from the App Store or Google Play, and register using the email and phone number provided to the school. This will link your account to your child's records
- **Set push notifications** to receive alerts when we send you messages
- **Check the app regularly** to make sure you haven't missed anything

If you have any questions or require assistance with setting up the School Gateway App, please do not hesitate to contact the school office.

Thank you for your co-operation and support.

Yours faithfully

Mrs R Keen
Headteacher