



10 November 2017

Dear Parents/Carers

Re: Winter Plan ~ School Procedures

Every attempt will be made to keep the school open in bad weather, however if the conditions are so bad that staff cannot make it to, or from, school, or there is a potential health and safety risk in travel; the decision will be made to close the school.

If school is unable to open in the morning due to bad weather, we will try to let parents/carers know by **7.30am** by the following methods:

- Send a text to parents/carers
- Send an email to parents/carers
- Post a message on the front page of school website.

If school is open but pupils are struggling to get in due to the weather, then parents/carers **must contact the school office** to let staff know when they will be able to get in to school.

In the unlikely event that the school is unable to remain open during normal school hours we will use the text/email/website and telephone to alert parents/carers. Please note that in this situation the Out of School Club will also be closed.

During bad weather parents/carers should always ensure that school is open **before** leaving their children at the Out of School Club.

We thank you for your co-operation.

Yours sincerely

MRS J ROBINSON
Headteacher

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