

## IMPORTANT NOTICE



## Emergency School Closures

KEEP THIS SHEET FOR FUTURE REFERENCE

Dear Parent,

### EMERGENCY SCHOOL CLOSURE

I felt parents might appreciate details of our procedures for closure of the school. In the event of particularly poor weather (or other emergency situations) the Headteacher will make the decision whether to close the school or not. We never wish close the school and understand the problems this causes for parents and children, but in emergency situations we unfortunately sometimes need to do so. This decision is based on a number of important factors:

- The priority **MUST** be to ensure the safety of young children
- The school needs to be in full working order and in a safe condition to accept children (i.e. heating, electricity, water, the building, cooking facilities must all be operational. Health and Safety law **MUST** be considered)
- The school **MUST** have the correct ratio of staff on site to look after the children properly.
- We need to be aware that some staff travel a very long way to get to work and may put themselves in danger doing so in poor weather conditions. The majority of children live within a short walking distance of school.

Each individual school makes its own decision as to open or close when conditions are challenging. We all operate under different circumstances, with different staff and with different day-to-day arrangements.

If our school is closed before the day starts, we will do our best to leave a:

- **Message on Twitter**
- **Message on facebook**
- **Message on Website**
- **Sign board outside of school**
- **Message on [www.warwickshire.gov.uk](http://www.warwickshire.gov.uk)**
- **Message on local radio stations (please note this may not be reliable!)**

*NB: Dependent on conditions and staff available it may not be possible to use some of these methods !*

We **STRONGLY RECOMMENDED** parents subscribe to Warwickshire county council's text message alerts via [www.warwickshire.gov.uk](http://www.warwickshire.gov.uk) . Contact the school for further details and ensure your mobile number is always up to date. It is **essential** that parents/carers do not send any children to school unaccompanied when weather conditions are particularly poor, without **FIRST** checking that the school is open.

Parents will be informed when the school is open again using one or all of the above methods.

Yours sincerely,

Mrs. Lara Jeffries  
Headteacher

Your local stations include:  
BBC Coventry & Warwickshire 94.8FM, 103.7 FM, 104 FM  
Mercia Radio 97 & 102.9 FM  
Touch FM 102.0 FM  
Free Radio 96.4 [MHz](http://www.warwickshire.gov.uk)

Free TEXT message alerts via [www.warwickshire.gov.uk](http://www.warwickshire.gov.uk)  
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