



8<sup>th</sup> November 2016

Dear Parents / Carers,

**RE: CLOSURE OF SCHOOL DUE TO BAD WEATHER - PROCEDURE**

As we are heading into winter, with the weather deteriorating, I wanted to confirm the procedure that will be followed should we need to close the school.

The decision to close school will be taken by key personnel, including myself. We will consider road safety, school site safety and additionally we have a duty of care to staff, who in some cases live some distance from the school. We will endeavour to communicate decisions to close school by 7:15 am.

A text will be sent to all parents via Parentmail if a decision is made to close the school. We will also put a notice on the school website and inform BBC Radio Lincolnshire, who in return broadcast school closure information. We would also be grateful if parents could tier the information down to other parents to help ensure that the message reaches everyone.

In addition to parents, we will also communicate any closure to the Railway Nursery, Shaws Bus Company, Ideal School Meals and Mr Emmett (Music Teacher).

Parents should assume that the school is open, this is a default position on any morning, unless the above communication has been actioned.

I do appreciate the difficulties that any uncertainty can present to working parents, however we will try to ensure that you are made aware of any school closure in good time to allow for alternative provision to be made for your child/children. Please be assured that any decision regarding school closure will be considered fully and seriously, we hope that we will not be faced with a situation where we need to implement this procedure.

Yours sincerely

Mr R Clarke  
Head Teacher