



28th January 2019

Dear Parents and Carers

Procedures for Severe Weather Conditions

At this time of year it is necessary to advise you of the procedures which will be adopted in the event of a school closure due to inclement weather.

Always assume the school is open. Should the school need to be closed, due to health and safety concerns, most commonly related to transport, a decision will be made by 7.00 am at which point the following will apply:-

- We will update our website as soon as a decision is made – www.thecoleshillschool.org
- A text message will be sent to parents/carers (priority 1 contact only)

To ensure that our telephone system does not become clogged with traffic, could we please ask that:

- You visit the school website as this can be updated very quickly and will display the most up to date news
- Ensure that we have your current mobile number so that a text message can be sent to you

If the weather changes during the school day, and it becomes necessary to close the school, we will contact parents via text message and update the school website. Provision will be made for children who are unable to go home.

These are the emergency procedures and will be used only when school buses are unable to operate or to open the school would present a health and safety risk.

Thank you for your continued support.

Yours sincerely

Jan Smith-Childs

**Mr I Smith-Childs
Headteacher**

