

## Dear Parents/Carers

Please note, in the event of a severe weather that may affect the school's normal opening hours, the following procedures will be put in place:

- As soon as we are alerted to severe weather an email will be sent to parents with regular updates (if you know of a parent that would not receive an email we would ask that you would help them by notifying them there may be a closure)
- Any decision to close the school will be made as early as possible, but hopefully by 7.30am. This information will be emailed to parents and posted on the front page of the website.
- If the website doesn't state that the school is closed it will be open as normal.

## What happens if the weather deteriorates during the school day?

- The school will only close in the event of severe weather or on advice from the Local Authority. The decision will be made by the Head of School.
- The decision will be posted on the website and also sent by email.
- School will be kept opened and appropriately staffed until the last student has left the building.

## How you can help:

- Relay the message to anyone you know not able to be contacted by the school.
- Where possible, keep regular checks on the school website.
- Talk through the procedure with your son/daughter and plan with them what they should do in the event of bad weather.