

28th February 2018

Dear Parents

Procedure for School Closure

I am keeping a very close eye on the forecast weather conditions over the next two days and they are currently very changeable in the Swindon area. While every attempt will be made to keep the school open, there may be occasions when it is necessary to close, for health and safety reasons of pupils and staff. Many of our staff commute into Swindon from considerable distances.

The following procedure will be followed if a school closure is necessary:

In the event of the school not being able to open due to severe weather or failure of services the following procedure will apply:

- The decision to close will be made as early as possible and no later than 7.00am on the morning in question.
- Parents will be informed of the closure by means of a text message sent via Teacher2Parents.
- Details of the closure will be posted on the front page of the school website and also on the official school Twitter and Facebook accounts.
- Details of the school closure will be broadcast on local radio - BBC Radio Swindon and Heart FM.
- Parents will be updated on the situation regarding the re-opening of the school by text message via Teacher2Parents. Updates will also be placed on the school website, Twitter and Facebook.
- If information about closure is not received by the means indicated above, the school will be open and operating as normal.

In the event of having to close the school during the working day due to a failure of services or severe weather, the following procedure will apply:

- Parents will be informed of the closure by means of a text message sent via Teacher2Parents.
- Details of the closure will be posted on the front page of the school website.
- School will contact parents to receive permission to send pupils home. This may be done on school phone system or pupil's mobile phone (may be quicker)
- Any pupil who does not have permission to leave school site will be kept in school until contact can be made or the end of the school day.
- Parents will be updated on the situation regarding the re-opening of the school by text message via Teacher2Parents. Updates will also be placed on the school website.

As the use of text messaging will be the main way of informing parents about school closures, it is important that the school has the correct details for mobile phone contact numbers. If a mobile number is changed, please inform the school as soon as possible.

Yours sincerely



Mrs S Muir
Headteacher