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Head Teacher  
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Mrs Catherine Carr  
Mrs Sandra Doyle

CC/RCD

20 October 2017

Dear Parents and Carers

### **School Closure due to Adverse Weather or Emergency**

I am writing to make you aware of our arrangements for school closure in the event of adverse weather or emergency situation. Sadly, all schools have to have policies and procedures in place in case of emergencies, such as fire, bomb threats or hostile intruders. Incidents of this kind are extremely rare but it is crucial we have prepared ourselves for such eventualities.

#### **Closure due to adverse weather:**

Our primary concern in the event of severe weather or school closure will always be for the safety of our pupils and staff and any decision to close the school will be made on this basis.

1. If snow is expected overnight, the senior leadership team will monitor the situation and make a decision as to whether there will be a late start for students and staff or full school closure. The information will be communicated to parents by the following methods:
  - Text message giving details of any altered school timings i.e. late start/early close or full school closure will be sent out. Further updates will also be shared if the situation changes (*for example, we plan for a late start, but the weather worsens and we are forced to close the school*).
  - The front page of the school website - [www.huntersbarinfantschool.co.uk](http://www.huntersbarinfantschool.co.uk)
  - Email
  - Local radio stations
2. If bad weather develops during the day a decision will be taken by the senior leadership team regarding school closing early. Once the decision has been made to close the school, a text message will be sent out.

#### **Closure due to an emergency:**

If a decision is made to evacuate the site in an emergency situation (for example, a fire, bomb threat, hostile intruder) school leaders will liaise with the emergency services to decide on the best course of action. If this is to evacuate all staff and pupils from the school site, full plans are in place and we would let you know where to come to collect your child, as soon as we are in a position to contact you.

Yours sincerely

*Catherine Carr*

Catherine Carr  
Head Teacher