

# Salhouse Primary School

Headteacher: Ms Julie Church

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Dear Parents & Carers,

## Bad Weather - School Closure Guidance

As we head towards the winter months and potentially bad weather, I wanted to write to all parents/carers to inform you of the steps we will follow if the school and nursery are forced to close due to bad weather. Making the decision to close the school and nursery is always a difficult one; there are lots of factors to consider. The two key considerations when making the decision to close are ensuring that the site is safe and secondly if children and staff can make their way safely to/ from school.

If, in the event of bad weather we make the decision to close, this will be communicated as soon as we are able to do so. We recognise that parents and staff need to be given sufficient notice so as to avoid setting off on unnecessary journeys.

The school will communicate any school closure in the following ways:

- Norfolk County Council website
- Local radio
- Text message
- School website via Facebook

Please do not call the school or nursery office as we need to keep our phone lines clear in the event of a school closure.

It may, in very extreme weather conditions, be necessary to close the school and nursery mid-way through the day. This would happen if the weather has made the site dangerous and/ or return journeys home for families and staff dangerous. If we make the decision to close during the school day we will:

- Communicate to all parents/ carers via:
  - Text message
  - Telephone
- Fully supervise all students until they are collected

If you have any questions about the information contained within this letter, please do not hesitate to contact the school office in the first instance.

Thank you all for your continued support.

Ms Julie Church

**Executive Headteacher**

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*Respect*

*Responsibility*

*Courage*

*Trust*

*Perseverance*

*Compassion*



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