Head Teacher
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Dear Parent/Carer

EMERGENCY SCHOOL CLOSURE

As we approach winter, I felt parents might appreciate an early reminder of our procedures for closure of the school.

In the event of particularly poor weather (or other emergency situations) the Head Teacher will make the decision whether to close the school or not. We never wish to close the school and understand the problems this causes for parents and children, but in emergency situations we unfortunately sometimes need to do so. This decision is based on a number of important factors:

- The priority MUST be to ensure the safety of our children.
- The school needs to be in full working order and in a safe condition to accept children (ie heating, electricity, water, the building, cooking facilities must all be operational. Health and Safety law MUST be considered)
- The school MUST have the correct ratio of staff on site to look after the children properly.
- We need to be aware that some staff travel a long way to get to work and may put themselves in danger doing so in poor weather conditions. The majority of children live within walking distance of school.

As a result of the above, each individual school makes its own decision as to open or close when conditions are challenging. Just because a neighbouring school is open or closed does not mean our school could do the same. We all operate under different circumstances, with different staff and with different day-to-day arrangements.
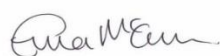
If our school is closed before the day starts, we will do our best to leave:

- A message to parents via the My Ed app
- A notice board outside school
- A message on www.coventry.gov.uk/schoolclosures
- A message on local radio stations
- Via the Twitter feed on the school website

Please note, dependent on conditions and staff available it may not be possible to use some, or even ALL of these methods.

It is essential that parents/carers DO NOT send any children to school with older siblings when weather conditions are particularly poor, without FIRST checking that the school is open.

Parents will be informed when the school is open again using one or all of the above methods.

Head Teacher