

Plantation Primary School & Nursery

'Love to learn, aspire to achieve'



Plantation Primary
School & Nursery
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11th January 2017

EMERGENCY SCHOOL CLOSURE PROCEDURES IN BAD WEATHER

Dear Parent

As you may be aware from current weather forecasts, there are warnings of snow and ice for the end of this week. While we hope that the weather does not cause any issues, and it is our aim to ensure school remains open where it is safe to do so, I feel it is wise for us to review procedures and inform you of these should school be affected.

If bad weather, or other incidents, affects the opening of school overnight, a decision will be made as soon as possible that morning before school opens and this posted on the school website www.plantationprimary.com/.

If bad weather, or other incidents occur during the day, parents will be informed by:
1. an Urgent Message and News Flash post on the school website; 2. a text message sent to parents; 3. a notification sent to the school's School Spider App.

On collecting your child from school if we have to close early:

- Children in EYFS (Reception and Nursery) will remain in their areas and must be collected from the staff room door.
- Children in Lower School will be kept in the Small Hall (Year 1 children in class their classes) and they must be collected from the staff room door.
- Children in Upper School will be kept in the Main Hall and they must be collected from the side entrance (where Year 6 usually leaves school from at home time).
- If you have more than one child at school, please collect your eldest child first and inform staff of any younger siblings and staff will bring them to you.

Our priority for clearing pathways will mean that access to the side door, main entrance and staff room will be our first concern and we ask that the cleared areas only are used.

Again, I hope that any bad weather does not affect us in school; however, I also hope that the above procedure helps ensure our children are safe and you are aware of how to access information and collect your child if necessary.

Yours sincerely

Mr S Hanley
Headteacher



Headteacher: Mr. Simon Hanley, B.Ed(Hons), M.Sc, NPQH, LLE