



Fleggburgh Church of England Voluntary
Controlled Primary School

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Executive Headteacher Mrs J Church
Head of School Mrs Ingrid Rounce



Dear Parent/ Carer,

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 is forced to close due to bad weather. Making the decision to close the school is always a difficult one, there are lots of factors to consider. The two key considerations when making the decision to close the school 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 the school makes the decision to close, this will be communicated by 7:45am. This timeframe recognises 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
- School website

Please do not call the school 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 mid-way through the day. This would happen if the weather has made the school 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 via telephone
- Fully supervise all students until they are collected from school

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.

Yours sincerely,