

14.1.13

Dear Parent

School Closure Procedure

As the threat of snow approaches I thought I would advise parents in advance of procedures in relation to school closure. I am hoping that this is a precaution only at this stage although I am keeping a close eye on the weather forecast.

The decision to close school will be made in agreement with our Chair of Governors in relation to the following factors as advised by the local authority:

- Safety of School grounds
- Condition of local roads and paths
- Adequate heating, lighting and water
- Catering facilities
- Weather forecast

Information about Closure

Local radio stations will be informed. Radio WM being the best local option.

A notice will be placed on the School Gate.

The school switchboard will be staffed until 10.00 AM approximately

School website: www.nortoncaneshighschool.co.uk

Local Authority www.staffordshire.gov.uk/education/schoolsandcolleges/emergencyclosures

Public Examinations

Please note that these will take place.

Closure During the Day

Staff will ensure that pupils leave the site safely and ask for any pupil to tell a member of senior staff if they have any difficulty in making the journey safely home or being able to access home. However I would ask that you ensure that you have **emergency arrangements** in place for your child in the event of closure.

Please do not hesitate to contact the school if you have any queries or concerns.

Yours sincerely

S Birchall
Headteacher