



# ST. CATHERINE'S CATHOLIC PRIMARY SCHOOL

Cutlers Place Colehill Wimborne Dorset BH21 2HN Telephone 01202 883763

Headteacher: Mrs. Sarah Sparks B.Ed (Hons)

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10<sup>th</sup> January 2017

## SCHOOL CLOSURE PROCEDURE

Dear Parents,

In the event that we have heavy snow during the winter I would like to update our contact procedures should we have to close the school. We sincerely hope that the school will remain open, but there have been occasions when we have had to close the school. I have included contact details for the Parent Council. Telephone calls to the school will initially go to the answer phone, until a member of staff can themselves get to school.

A decision will not be made until 7:00am at the earliest. Once confirmation has been received that Cutler's Place is impassable and the school needs to be closed I will contact Heart Radio (formerly 2CR) on 102.3FM, who will announce our school on their School Closure's Bulletin. This information will be given out regularly during their Breakfast Programme, up until 9:00am. Their website also contains updated lists of all schools closed within the region.

In addition I will contact the Parent Council representatives for each class, who have agreed to receive telephone calls from parents of the children in their year group. In this way we will be able to cascade the information so that all parents will have access to a reliable source.

### Parent Contacts – Bad Weather

Kindergarten:	Amanda Norman	07590 461947
Reception:	Ciara Baker	07769 658929
Year 1:	Candice Lesbirel	07980 271149
Year 2:	Jai Hill	07941 573724
Year 3:	Shirley Reeves	07890 434103
Year 4:	John Andrews	07939 222700
Year 5:	Sarah Bennett Thurston	07718 541486
Year 6:	Candice Lesbirel	07980 271149

Yours sincerely,

Sarah Sparks  
Headteacher