



Ardeley St Lawrence Church of England Primary School
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Headteacher: Mrs Jenny Dingley B.Ed. (Hons.)

Dear Parents



Severe weather and emergency school closure



This letter is to inform you of the procedures that we will take should there be the need for any closure of the school due to extreme weather or other emergency conditions. These procedures are those recommended by the local authority but also follow our evaluation of our procedures following any necessary closures in the past.

Any decision to close the school as a result of severe weather will be taken in the light of local conditions, an assessment of risk and direct guidance from the local authority. Where possible, advanced warning will be given but parents should follow the steps below if they need to check the status of the school in the mornings. Obviously parents need to make their own judgements about travelling to school having taken into account their local conditions but, rest assured, we will do all that we can to ensure that the school is closed only when completely unavoidable.

First day of closure

On the **first day** of any closure everyone registered on **Parentmail** will receive both an online message *and* a text message informing them that the school is closed. These will be sent as early as possible. Details of schools that are closed will also be given out on **BBC Three Counties Radio** (103.8fm, 90.4fm or 630mw/1161mw) and can be viewed on the www.hertsdirect.org website.

Subsequent days of closure

If closure is for **more than one day** a **Parentmail** update will be sent each morning. For those not on Parentmail we will telephone you as early as we can.

Kind regards

Jenny Dingley
Head Teacher



Loving and Learning in Fellowship and Faith