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Wednesday 11<sup>th</sup> January 2017

Dear Parents/Carers

### **School Opening and Closure Procedures in event of Snow**

The Trust have robust process in place in the event of very poor weather and this is a good time to remind parents of the procedures for informing you about possible school closure.

The school will remain open if possible, but will close if it is dangerous to get to/from school or dangerous at school, or if not enough staff can get to school to allow it to run safely.

In the event of a closure, we will update our school website and the Borough of Poole website. Information about all schools, showing if they are open or closed is on the Borough of Poole website. This is especially helpful if you have children at two or more schools. Links to these websites are shown below:

Canford Heath Infant School - <http://www.chis.poole.sch.uk>

Canford Heath Junior School - <http://www.chjs.poole.sch.uk>

Haymoor Junior School - <http://www.haymoor.poole.sch.uk>

Ad Astra Infant School - <http://www.adastra.poole.sch.uk>

Borough of Poole - <https://selfservice.boroughofpoole.com/popup.aspx/RenderForm/?F.Name=gTVmVjuM2g1>

By far the best way to keep yourself up to date is to use the websites above. Our websites are updated regularly and will not only say if the school is closed but, on days where there is any doubt, will confirm that the school is open if this is the case. The advantage of the school website is that staff can update it even when they cannot get to school themselves.

Heart FM will also broadcast a list of any schools that are closed and the school will send a text message and email to all parents to advise of the school closure.

If parents or students telephone the school, we will try to answer the phone, however, can we please reiterate that using the website if you can, will be the most reliable method.

If during the school day, the weather causes the school to make a decision to close the school early, then we will contact all parents via email and text in order to advise collection is required and update our websites.

Yours sincerely

Kate Carter  
Executive Headteacher

