



Cambridgeshire
County Council



Monkfield Park Primary School

Headteacher: Mrs S Jarman
Deputy Headteacher: Mrs A Howell
School Business Manager: Mrs J Durrant

School Lane, Great Cambourne,
Cambridgeshire CB23 5AX
Tel: (01954) 273377
Fax: (01954) 273379
E-mail: office@monkfieldpark.cambs.sch.uk
Website: www.monkfieldpark.cambs.sch.uk

14th January 2019

Dear Parent/Carer,

Weather Warning Procedures

I would like to remind you of the school's procedures in the event of a heavy snow fall, or the necessity for a school emergency closure due to extreme Winter weather.

We have a duty of care to both our pupils and our members of staff. If it is believed that it would be unsafe for members of staff and families to travel into school due to weather conditions, a decision will be made to close the school. This decision will be taken by the Headteacher and the Chair of Governors, in line with advice from Cambridgeshire County Council.

In the event of an emergency closure day, the school will inform BBC Radio Cambridgeshire, Star 107 and Heart 103 and 102.7 Cambridgeshire at the earliest opportunity. Could I therefore please request that you tune into one of these stations in the mornings. **Please do not telephone the school.** Our school webpage will also show if the school will be closed. There will also be information on Cambridgeshire County Council's website at the webpage:

<https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-&-learning/school-term-dates-&-closures/school-closures>.

There will be a link to this page from the front page of www.cambridgeshire.gov.uk on bad weather days or it can be accessed by searching for 'Cambridge School Closures'.


In the event of an early emergency end to the school day, the school will again inform the above radio stations and update the above websites, and will contact parents via e-mail (if you have provided us with your address) or if no e-mail address via telephone.

If you know that the weather is going to be bad, please could you allow enough time for your journey from work to enable you to be here to collect your child at the end of the day. As mentioned above, we have a duty of care, and many members of staff have to travel a long distance to get home. Obviously we will hold on to any child who has not been able to be collected, but we would appreciate a telephone call giving an approximate collection time or permission to hand your child over to another parent/carer.

If weather conditions allow for outdoor play, please could you send your child into school with wellingtons and appropriate outdoor clothing.

I thank you in advance for your co-operation in this matter.

Yours sincerely,


(Sarah Jarman)
Headteacher

