



St Catherine's Catholic Primary School and Kindergarten

Cutlers Place Colehill Wimborne Dorset BH21 2HN

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5th January 2018

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. Our website will be updated if we need to close the school, so before you attempt to telephone the school please check our website. 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.

Yours sincerely,

A handwritten signature in cursive script that reads 'Sarah Sparks'.

Sarah Sparks
Headteacher

A family united in God's love,
learning in faith together for a compassionate tomorrow.