



LONDON MEED PRIMARY SCHOOL

HONESTY CREATIVITY RESPECT CARE

20th January 2020

Dear Parent/Carer,

The wintry weather is now upon us. In the event of the weather deteriorating and snowfalls are so heavy as to seriously disrupt traffic or cause journeys to be dangerous, or we have an unexpected problem with the school's heating or water supply, it may be necessary to close the school. Where possible we will always aim to keep the school open, however, the decision to close can be complicated as we have to take into account a number of variables including;

- Conditions of roads and pavements
- The number of staff who are able to get into school (the majority of teaching staff do not live in Burgess Hill and are dependent on road or train travel)
- The safety of the school site

The responsibility for making the decision to close a school is ultimately the Acting Head Teacher's in consultation with the Chair of Governors. **The following procedures happen only if there is a school closure:**

- A decision is taken as early as possible in the morning as to whether to close the school; a message will be placed on the school website if the school is to be CLOSED. Updates will follow as soon as possible.
- We will send an email to all parents/carers whose contact details we hold.
- Contact WSCC who will update the school closure section of their website.
- Contact the following local radio stations - More Radio FM 106.4, BBC Sussex FM 95.3, 104.5, 104.8 & DAB

Please note that you will only be contacted if the school is CLOSED. We always try to post information onto our school website, but as you probably know, volumes of internet traffic can make the site inaccessible at such times.

Developing Bad Weather during the day

In the eventuality that the weather deteriorates during the school day. **The following procedures will only happen if a decision is made to close:**

- We will text and email parents/carers and a message advising that the school will need to close will be put on the website as soon as possible.

Please do not telephone the school as this may disrupt our efforts to communicate with parents/agencies.

NB: Please make sure we have up to date telephone/email contacts for you. Please email office@londonmeedprimary.co.uk if any changes are to be made. Many thanks.

Kind regards,

Mrs N Langtree

Acting Head teacher



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