

Headmaster: **S R Clark BA**

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Deputy Heads:

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Dear Parents,

School Emergency Closure Procedure

There are occasions when it will be necessary for the school to close temporarily in the interests of the health and safety of all students and staff. In most cases this will be as a result of extreme adverse weather conditions, such as snow and ice, very high winds or possibly due to problems relating to the school buildings such as with heating or electrical supply.

The decision on whether the school closes is not made lightly. As a school we fully appreciate the consequent effects of a closure on students' education and the significant inconvenience it can cause parents. The decision will be made as early as possible following advice from the Met Office and after considering our unique local conditions. The school will also be guided by the bus companies as to whether they feel it is safe or feasible to transport children. (Please note that in extreme weather conditions, if buses are unable to collect students in the morning, they will not run in the afternoon even if the weather improves.) Above all, the safe arrival and departure of the students and staff and their safety on site is paramount when deciding whether or not to close the school.

If such a decision is taken we will do our best to inform parents via messages:

- left on the school website (www.lytchett.org.uk)
- on the school answer phone (01202-622413)
- on local radio stations (including Heart 102.3 *formerly 2CR*, BBC Radio Solent and Wessex FM - such information is usually broadcast at breakfast time at regular intervals and is also posted on their websites as well)

Thank you for your support, cooperation and understanding.

Yours faithfully,

Mr. S Clark
Headmaster

