Ref: LHE/DLY.adverseweatherletter2025

09 January 2025

Dear Families

**Adverse Weather**

In the event of adverse weather, we should like to remind you of the school’s policy and expectations of families. We are always monitoring the forecast and would only close the school as a last resort, however, there may be occasions whereby circumstances are out of our control. Considering this we would ask that you ensure that you have an emergency ‘plan of action’ put in place and discuss this with your child as they will need to be collected or arrangements made for them to travel home safely should public transport/buses/taxis cease their services.

We will:

* Inform you by 7.30am (see list of ways we will inform you and you can check in below)
* Let you know what time school will open (some staff travel quite a distance so it may be necessary to start school slightly later, maybe 10am)
* Send a text message if we need to close school early to enable staff and students to travel home safely or if the public/school buses are unable to run

You can check the following ways:

* Check our Facebook page (please note this is for information only and we will not respond to comments made and ask that no comments are left)
* Check your mobile phone for a message from school
* Check our school’s website
* Suffolk County Council School Closures [here](https://www.suffolk.gov.uk/children-families-and-learning/schools/school-closures)
* Ensure your contact details are up to date (in the event we have to communicate a school closure)
* Check the school buses website, Suffolk On Board [here](https://www.suffolkonboard.com/school-travel/)
* Public Transport First Bus App [here](https://www.firstbus.co.uk/buy-tickets/ways-pay/first-bus-app) (helpful to track public buses)

**Emergency Closure When Your Child Is In School:**

In the event of an emergency closure during the school day we will send a TEXT message asking you to collect your child as soon as possible. If you have our School Comms App the message will be found there and you will not receive a text.

When you receive our message you DO NOT need to contact the office unless:

* You will be delayed because you need to leave work and commute to school with an estimate of the time you will get to school

This contact must be made by telephoning the school on 01449 613541.

Kind regards

Miss L Hernandez

Headteacher