



Spixworth Infant School

Ivy Road, Spixworth

Norwich NR10 3PX

Tel: 01603 898483

Email: head@spixworth.norfolk.sch.uk

:office@spixworth.norfolk.sch.uk

Website:www.spixworth.norfolk.sch.uk

Headteacher : Ms H Jordan

3rd February 2020

Bad Weather - School Closure Guidance

Dear Parents/Carers

We are now heading to that time of the year where the chance of snow is greatly increased. I therefore wanted to write and inform you of the steps we will follow if the school is forced to close due to bad weather.

Making the decision to close the school is always a difficult one, there are lots of factors to consider and these can vary significantly depending on where staff and pupils live. The two key considerations when making the decision to close the school are ensuring firstly that the site is safe and secondly that pupils and staff can make their way safely to/from the school.

If in the event of bad weather and the school makes the decision to close, this will be communicated by 7:30am. This timeframe recognises that pupils, parents and staff need to be given sufficient notice so as to avoid setting off on unnecessary journeys as well as make the necessary childcare arrangements.

The school will communicate any closure in the following ways:

- Norfolk County Council website
- Local radio
- Email

It may be necessary, in very extreme weather conditions, to close the school mid-way through the day. This would happen if the weather has made the site dangerous and/or return journeys home for pupils and staff dangerous. If we make the decision to close during the school day we will contact all parents/carers via telephone or email and supervise all children until they are collected from the school.

Please be reassured that we aim to be open whenever possible. If you have any questions about the information contained within this letter please do not hesitate to contact the school office in the first instance.

Yours sincerely

Ms H Jordan
Headteacher

