



Coleham Primary School
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Ms Claire Jones
Headteacher

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Dear Parents/Carers,

Emergency Closure Advice

I am writing to remind you of the arrangements that we put into place in the case of adverse weather conditions.

At Coleham Primary School, we always try to keep school open whenever possible. Parents should assume school is open as normal in the event of wintry weather unless you hear otherwise directly from the school or local radio station.

In the very rare situation that weather is so severe that it prevents school from opening or requires us to consider early closure, we will:

- Contact parents directly via the school email service
- Contact parents directly via the school text messaging service
(Note: Texts/emails can only be sent to those people registered with ParentPay).
- Inform Shropshire Council to update the county-wide School Closure List which can be accessed via this internet link: <http://new.shropshire.gov.uk/school-closures>

In addition, BBC Radio Shropshire (96FM) and other local radio stations will broadcast details of closures from the county-wide School Closure List when there is snowfall in the county.

We advise parents to check their emails and text messages and listen to the local radios or check the Shropshire Council School Closure List. Please do not phone the school for information about closures as this ties up the phone lines and stops staff being able to make arrangements for the running of the school under difficult circumstances.

Reminder: It is extremely important that all phone numbers and emergency contact numbers are kept up to date and we send out a form for this purpose periodically.

I hope this outline is helpful however, it is important to reiterate that we do try to avoid weather from impacting on school's operation wherever possible.

Yours sincerely,

Claire Jones

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Headteacher