



**Coleham Primary School**  
**Greyfriars Road**  
**Shrewsbury**  
**Shropshire**  
**SY3 7EN**

*Ms Claire Jones*  
*Headteacher*

**Tel: 01743 362668**  
**Fax: 01743 340442**  
**head@colehamprimary.co.uk**

1st March 2018

Dear Parents/Carers,

### **Emergency Closure Advice**

We are currently monitoring the weather forecast closely. However, it is business as usual at the moment, apart from the After School Club and all other after school clubs, which have been cancelled this evening.

**We will also be cancelling all clubs (including the After School Club) tomorrow night.**

I would also like to remind you of the arrangements we have for adverse weather.

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 the communication methods below.**

If the 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 (to those who have signed up to these on ParentPay).
- Update the news section of our school website.
- 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>

Local radio stations will broadcast details of closures from the countywide School Closure List when there is snowfall in the county.

**We advise parents to check the school website and Shropshire Council School Closure List in the first instance.** 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.

I hope this information is helpful. We will monitor the situation carefully over the coming hours so that we ensure the safety of all children and staff.

Yours sincerely,

*Claire Jones*

Claire Jones

Headteacher