



Coleham Primary School

For every child, an Excellent Education

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Headteacher: Ms C Jones

28th January 2019

Dear Parents/Carers,

Winter Weather

Thank you for entering school so smoothly last week under the frosty weather conditions. I wanted to let you all know of our morning procedure as we may see similar conditions in the coming months.

Our Caretaker Mr Jones works very hard to clear and grit the priority areas first, these being the school car park, main entrance and path across to the EYFS building. This ensures that the main entrance, KS2 pupil entrance and EYFS building can be accessed by all pupils safely. Where conditions are particularly treacherous with snow or ice, we will limit the normal entrance points and staff will be on hand outside to signpost parents. As per usual children should be dropped at the door and messages given to the Teaching Assistant outside. We understand that children may need to bring additional footwear/clothing to the normal uniform. The main thing is that everybody takes care when travelling to school and children are warm and safe with adequate footwear.

Emergency Closure Advice

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 always 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>

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.

Yours sincerely,

Tracy Othen

Business Manager