



### **Emergency School Closure**

Wintry weather is forecast so I thought it would be useful to remind you (and let Reception parents know) about procedures relating to Emergency School Closure. Closing the school will always be a last resort and I hope the arrangements detailed below will not be necessary.

#### **Before the school day begins:**

In the event of very severe weather I may have to close the school. If this is the case, I will inform County Hall as early in the morning as possible.

Information is available from County Hall in the following ways:

- **Local Radio Station**

The closure advice is usually relayed after the news and travel bulletins up until about 9.30am.

- **Norfolk Website**

Details of school closure can also be found on the Norfolk public website, [www.norfolk.gov.uk](http://www.norfolk.gov.uk) by selecting 'Emergency School Closures'.

I will also post on our Colby Facebook page and Colby School Messages WhatsApp group.

#### **During the school day:**

If weather deteriorates during the school day it may be necessary to close the school or to cancel After School Clubs to ensure children / families and staff can get home safely. If I decide we need to close the school you will receive an email asking you to collect your child(ren). Details of closure will also be available by the methods listed above.

If it is snowing in the morning you may decide it would be safer to keep your child(ren) at home, depending on the distance you travel and considering your safety collecting your child(ren) if the weather deteriorates during the day.

We hope to have normal school days for the rest of this term, particularly as we have lots of lovely things planned, and will only close if we feel it is absolutely necessary because of safety.

Thanks for your understanding.

Kind regards,  
Christine