



Fountains CE Primary School  
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Head Teacher: Mrs P Acheson

12<sup>th</sup> October 2020

Dear Parent/Carer

## **Unavoidable school closure procedure**

Due to extreme weather or other unforeseen circumstances, there may be occasions when the school has to close. Although these circumstances are rare, this document sets out important procedures to support efficient and safe closure.

Parents/Carers should always assume that school is open unless contact is made as detailed below.

In the event of the school needing to close:

1. A message will be placed on the school website [www.grantleyfountains.co.uk](http://www.grantleyfountains.co.uk)
2. A notification will be sent to all emails registered on the school website
3. The Stray Ferrett will be informed and a notification will appear on their website: <https://thestrayerferret.co.uk/>

These actions will be taken as soon as the decision is taken that the school will remain closed. No message means that the school will be open as usual. Where possible, we ask that you avoid phoning school unless it is essential to do so. We try to keep the phone lines open so staff are able to take the actions above as quickly as possible.

## **Travel, Transport and Early Closure**

If the regular bus your child uses to get to school is not running on any day because of snow, please only bring your child by your own transport if you are also able to collect him/her. We want to ensure that they will be able to get home safely later in the day. Even if the school is still open, do not send your child if you feel there is a risk to their safety in making the journey. Bus services will make every effort to honour their normal contracts, even if they arrive very late. However, if they have to advise us during the day that local roads are about to close, then sometimes there is no safe alternative to early closure of the school so that both students and staff can get home. Where this happens, we will use the communication methods above to advise you that we have got to close, and senior staff will remain on the premises until the last child has got away safely. In the exceptional cases where the school has to be closed early and your child cannot get home, or you cannot collect them, please also have an arrangement in place with a relative or family friend so that

your child has somewhere local and safe to go. This is a vital arrangement to make for children who live in very rural areas. Please ensure that your child knows what this arrangement is in advance.

Please be reassured that, if the school opens normally, we will do all we can to ensure that it remains so for the full length of the day. With variations in weather forecasts and contrasting road conditions in our catchment area, it will always be difficult to choose the right moment to close the school. We cannot guarantee that such a decision can be made in time to meet the expectations of all our families, but we will try our best to keep you informed in as timely a way as possible.

We very much appreciate your support and assistance with these arrangements for unforeseen circumstances.

Yours sincerely



Mrs Pam Acheson  
Headteacher

