

# BROAD CHALKE C. of E. AIDED PRIMARY SCHOOL



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Head Teacher: Mrs Amanda Brockway

Chair of Governors: Mr Michael Gibb



## Emergency Closure Procedure

This letter is to inform you of the procedure should weather conditions or other events necessitate that we have to close the school.

The decision to close the school is never taken lightly, but snow, loss of heating, electricity and dangerously strong winds have been the causes in the past.

If the weather conditions worsen during the day, the decision may be taken to get the children home. No child will be sent home to an empty house. It is therefore **very important** that we have up to date information of telephone numbers where you can be contacted.

If the weather conditions are bad, I take the decision to close the school and endeavour to communicate this decision as soon as possible.

**A notice will be posted on our school website: [www.broadchalke.wilts.sch.uk](http://www.broadchalke.wilts.sch.uk)**

We will also inform local radio stations.

1. **BBC Wiltshire Sound** - **103.5 FM**
2. **Spire FM** - **102 FM**

During extreme weather conditions Spire FM post schools closures on their website: [www.spirefm.co.uk](http://www.spirefm.co.uk).

For those unable to receive these stations or go on-line, please contact your Class Reps.

If possible, a notice board will be put up outside the school. We ask that no children are sent un-escorted into school if a closure is possible.

However, I do hope that we do not have to put these procedures into use.

Yours sincerely,

Mrs Amanda Brockway

