

APPENDIX 2



Note to Parents and Families regarding severe weather and emergency school closure – January 2017

We will endeavor to keep our school open and operating as normal. However in the event of severe adverse weather or emergency closure it may be necessary to make a decision to close the school for the safety of the children and staff. Following the Severe Weather Guidance from the Local Authority and emergency closure (December 2016), the following policy and procedure exists for South Grove School.

The decision to close the school will be made by the Head Teacher in consultation with the Chair of Governors. The school will only be closed if one or more of the following conditions apply:

1. Insufficient staff are able to come in to keep the school running safely.
2. Conditions on site are dangerous.
3. Conditions on site are felt to compromise the health and safety of staff and pupils.
4. Conditions are considered to be or are anticipated to later become too hazardous to travel.

The school's first priority will always be to ensure the health, safety and wellbeing of pupils, staff, parents and families.

Where practical, we will consider opening later in order to enable staff and children to have additional time to travel to school safely.

During Adverse Weather we will ensure that entrances to school and paths are clear within school to make access as safe as possible, and work with the Kier team of staff to support this.

School Closure Procedure:

- As soon as a decision has been made we will inform you via our ParentPay text service
- The school's closure will be put onto the school's website using **OpenCheck**
- Please use the drop down lists on the left side of this page to select your child's school and see its status. You can select multiple schools.
- www.southgrove.waltham.sch.uk
- Use OpenCheck link from the home page
- Click on Authority: Waltham Forest
- Type in the School Name: South Grove Primary School
- Click icon: Show Status

- Closures will be also listed on the Waltham Forest Council's Website

- Where possible, a member of staff will be in school to advise parents on arrival that the school is closed, and to answer telephone calls.