



11.12.17

Dear Parents/Carers,

Severe Weather Warning - Snow

As there is a possibility of further snow over the next few days and weeks, we wanted to remind you of our procedures.

We will endeavour to keep the school open whenever possible, but this will depend on a risk assessment of the premises and also on the number of staff who are able to reach the school. Please remember that many of the staff do not live in Muswell Hill or the surrounding areas. On the day(s) in question we are only in receipt of all the information needed to make a decision at 7am at the very earliest. We are unlikely to announce a school closure the day before unless there are very extreme conditions as conditions can change overnight.

Please check with the school website in the first instance. We will update this as early as possible once a decision has been reached as to whether we are able to open or have been forced to close. Please check www.muswellhillprimary.co.uk and a message will be left on the front page.

In the event of a closure we will use our group call, and/or group email system to alert you.

Please ensure that we have your latest phone numbers and email addresses in order for this to be effective.

Please avoid ringing the school except in an emergency as this blocks the phone lines and makes it very difficult for us to operate our group call system.

In the event of the weather worsening during the day we may do a group email to ask for parents to collect their children early. Rest assured that, in the event of us not being able to reach you, we will always supervise your children until normal pick-up time.

If there is snow and ice please DO NOT send your child to school before 8.50am unless they are attending breakfast club, as the playgrounds will be icy and there is no supervision. Similarly all pupils must leave the premises by 3.40pm.

Please also ensure your child is sent to school with a hat and coat.

Please be understanding if changes in the school day do need to be made, as it is difficult to predict conditions in advance.

Yours sincerely,

James Wiltshire

Headteacher