



7<sup>th</sup> November 2019

Dear Parent / Carer,

It is the time of year when we have to review our procedures with regards to emergency closure of the school and I would like to take this opportunity to share them with you.

I will always endeavor to keep the school open in order to provide continuity of the education of our pupils; however, in the event of heavy snowfall, heating failure or other exceptional circumstances it may be necessary to close the school.

If this decision is taken outside of school hours, the Denbighshire County Council 'Emergency School Closures' section within the Education area of their website will be updated which can be accessed via the following link:

<https://www.denbighshire.gov.uk/en/resident/education/emergency-school-closures.aspx>

We will also update our social media pages and will post information onto the home page of our school website. This information will have a time and date and will be regularly updated. If there is no information on the school website the school is open as usual. If you do not have access to the internet, the local radio stations have also agreed to broadcast information on school closures.

In the event of deteriorating conditions during the school day, I will seek advice from a number of organisations including the bus companies and Met Office. A decision will then be made on whether to allow the pupils to return home early. Should it be decided that the school will close, parents will be advised via Parentmail/email and a text message will be sent home. All of the above platforms will also be utilised in order to get the message home to ensure that as many parents as possible are notified at the earliest opportunity.

Pupil safety is obviously of paramount importance and should such a situation arise, pupils will not be allowed to leave school early without permission. It would therefore be very helpful at this stage if you could notify the school as to where your child should go should the school need to close. In the event that snow is forecast could you please remind your child of these instructions.

Thank you in anticipation of your support.

Yours faithfully,

Dr. R.P. Evans  
Headteacher

