

PEB/CR

12th January 2017

Dear Parent/Guardian

Emergency School Closure Information

Queen Elizabeth Grammar School may be forced to close for children at short notice due to a number of circumstances, for example because of extreme weather conditions. Our first priority in any such situation is the safety of students and staff. The following guidelines will apply:

If we have snow before school opens, a decision as to whether to close the school will be taken before 7:15am. Please check the school website, tune into CFM or Radio Cumbria, or check ParentMail for the latest information. No message means that the school will be open as usual. Relevant information will be on the school website by 7:30am.

Please send your child to school whenever possible, but keep them at home if it is likely that they will have difficulty in getting home safely later in the day.

If the school is open as usual, every effort will be made to ensure it stays open for the full length of the school day. However, if bus services advise us during the day that roads are likely to close and there is no safe alternative, we will have to send students home. Where this happens we will use the means of communication referred to above to inform parents. I and senior staff will always remain on site until all students have left safely.

It might be sensible to have an arrangement in place with relatives or friends so that your child has somewhere safe and local to go if for some reason they can't go straight home. It would be helpful if your child knew about this arrangement in advance.

Yours faithfully

Mr Paul Buckland
Headteacher