



*"Inspiring a love of lifelong learning"*

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Dear Parents/Carers

### **School Closure and Snow Procedures**

I would like to clarify the arrangements we have in place should we be forced to close the school due to adverse weather. May I be clear in saying that we would try to avoid school closure where at all possible as we know how disruptive this can be for our families.

The decision to close the school rests on two main factors:

- Staffing (how many of our staff can get into school safely from their homes)
- Safety – accessibility to the school and the condition of the school site

If we make the decision to close the school, parents/carers can find this information out in one of three ways:

1. A text alert from the school will be sent to all families (**please ensure that we have up to date mobile phone numbers**)
2. On our own website: [charvilleacademy.org](http://charvilleacademy.org)
3. On the Charville FACEBOOK page.

**Parents/carers will not be contacted individually and should be aware that our phone lines need to be kept open at all times. PLEASE DO NOT CALL THE SCHOOL but use the channels listed above. If it has snowed and there is no information from the channels above then we are open as usual – there is no need to ring the school and check**

Good communication is essential when we do have to close the school. Please be aware of other families who may struggle to access information or collect their children and support each other as necessary.

Yours sincerely

**MRS N KELLY**  
**Head Teacher**