

# LONDON MEED PRIMARY SCHOOL

Bravery.....Community.....Curiosity.....Resilience.....Respect

November 2024

Dear Parent/Carer,

The wintry weather is now upon us. In the event of the weather deteriorating, and snowfall being so heavy as to seriously disrupt traffic or cause journeys to be dangerous, or we have an unexpected problem with the school's heating or water supply, it may be necessary to close the school. Where possible we will always aim to keep the school open, however, the decision to close can be complicated as we have to take into account a number of variables including;

- Conditions of roads and pavements
- The number of staff who are able to get into school (the majority of teaching staff do not live in Burgess Hill and are dependent on road or train travel)
- The safety of the school site

The responsibility for making the decision to close a school is ultimately the Head Teacher's in consultation with the Chair of Governors. The following procedures happen only if there is a school closure:

- A decision will be taken as early as possible in the morning as to whether to close the school;
- a message will be placed on the school website, and on the stream of each Google Classroom page, if the school is to be CLOSED. Updates will follow as soon as possible.
- We will send a text and email to all parents/carers whose contact details we hold.
- Contact WSCC who will update the school closure section of their website.

Please note that you will only be contacted if the school is CLOSED. We always try to post information onto our school website, but as you probably know, volumes of internet traffic can make the site inaccessible at such times.

### **Developing Bad Weather during the day causing the school to close:**

In the eventuality that the weather deteriorates during the school day and the school needs to close, the following procedures will be put into place:

- We will text and email parents/carers to collect children as soon as possible and a message advising that the school will need to close will be put on the website as soon as possible.

**Please do not telephone the school as this may disrupt our efforts to communicate with parents/agencies.**

NB: Please make sure we have up to date telephone/email contacts for you. Please email [office@londonmeedprimary.co.uk](mailto:office@londonmeedprimary.co.uk) if any changes are to be made.

Kind regards,

Miss Fi Dowley

Head teacher

Head teacher Miss F Dowley

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