

# WESTFIELD SCHOOL

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5<sup>th</sup> January 2018

Dear Parents/Guardians

We are now in the season of potential bad weather and have put together the following emergency procedures, just in case.

Please keep the following information to hand.

## ADVERSE WEATHER CONDITIONS - EMERGENCY PROCEDURES

### Early Morning Procedures

In case of adverse weather conditions, please **do not** phone the school but **do check** the East Sussex County Council website ([www.eastsussex.gov.uk](http://www.eastsussex.gov.uk)) or the school website (<http://westfield.e-sussex.sch.uk>), our Westfield School Facebook page **and/or tune in** to the following local radio stations, where information on school closures can be obtained:

More FM	107.8 FM
Heart Radio	102.4 and 103.5 FM
Southern Counties	104.5 FM

We will also notify parents by text and email as early as possible to avoid any unnecessary journeys. If you have changed your mobile phone number recently, please ensure the school office has been notified. If you are at all concerned about getting your child to school safely and decide not to attempt the journey, please phone the school **after 9am**.

### During the School Day

If severe weather conditions occur during the course of the school day, we will make a decision, taking into consideration the national forecasts and local conditions, as to whether to close the school early. At this point, the following procedures will be adopted:

- The office will notify parents by text message and email of early school closure.
- We will notify the radio stations of our intention to close early and for parents to collect their children as soon as possible.
- Children should be collected from their classrooms. Please ensure that the teacher knows that you are taking your child/ren and to sign them out.
- **All children** should be collected by their own parents/guardians.

**If any parents are concerned about the severity of the weather, they may come at anytime to collect their child/ren – so remember:-  
“If in doubt, take them out!”**

Matt Jarvis  
Headteacher



Healthy Schools