



MALCOLM SARGENT PRIMARY SCHOOL

Love To Learn

16 November 2018

Dear Parents

SEVERE WEATHER – SCHOOL PROCEDURES

The forecast is set to change from next week and I am therefore writing to remind you of our emergency school closure procedures. These will be followed when the school is unable to open, or needs to be closed early. Once this decision has been made, we will notify parents and update our website, as well as notifying Rutland Radio. We will attempt to give you closure notification by 7am each day.

Our preferred way to notify parents is by Parentmail. This is the quickest way to inform you that your child should either not come into school at all or alternatively will need collecting early. **Any parent who has not yet registered their mobile number(s) with Parentmail should do so immediately please by logging into their account and editing/adding their number.**

The Parentmail system sends a text message to every number registered. This will give you information about school closure. Any text from us is a genuine message and should be taken as correct. If in doubt, please refer to the website/Rutland Radio. Please do not phone the school to check this message as we need to keep phone lines open for emergency contacts.

In the unlikely event that the school is forced to close early we will attempt to call any parents not on Parentmail but this is a slow, time-consuming process and can be frustrating if we do not have up to date contact numbers. Please ensure that your contact details are up to date. If in doubt, check with the office as soon as possible.

With regard to heavy snow or ice, it is unfortunately impossible to keep all entrances into the school open. We will always be able to maintain the central main entrances which will be kept open and free of ice/snow. These are the two pedestrian gates at the front of school, one leading into the Y2 cloakroom by the small hall and the other leading into the office. Please use these two entrances if there is snow and/or ice on the ground. The latest advice we have from Lincolnshire County Council is that we should not open any gates where the snow/ice is not cleared. This will mean that until it is safe to open them, all side gates will remain closed until the paths are clear and can be kept clear.

Please also ensure that you and your children have the correct clothing and footwear for snow ie warm, securely-fitting boots/shoes with good grips, gloves, hats and scarves. Children's boots can be brought in and out each day, or left in school for the week and taken home on Fridays. All items must be clearly named or labelled.

Please be aware that the school will always remain open if at all possible and that if we are unable to contact you, we will always keep your child safe until he/she is collected.

Thank you for your assistance.

Yours sincerely

Liz Town
Business Manager