

# SEVERE WEATHER

## Important information - please take a moment to read this letter

In the event of severe weather, in consultation with the Chair of Governors, I may be required to make the decision to fully or partially close the school, or to amend opening hours to facilitate safe arrival and departure from the school site. As virtually all teachers live some distance away from Timsbury, we need to take into account their ability to travel to work, as well as the conditions in Timsbury itself, when making a decision.

As soon as we have made the decision to close the school or amend opening times, I will complete the following actions in the order detailed below.

1. Initiate the "Emergency Closure" Procedures to notify school staff.
2. Change the school status on the school closures section of the B&NES website:

<http://www.bathnes.gov.uk/school-closures>

3. Send a ParentMail text and email - please be aware that in times of high demand, it can take some time (an hour or two) for text messages to get through so this is not fool proof.
4. Add a message to our school website ([www.stmarystimsbury.co.uk](http://www.stmarystimsbury.co.uk)) on the banner that scrolls across the home page.

**Please make sure your contact details on ParentMail are up to date, especially as there is a very high chance of further cold weather this week.**

I will endeavour to update messages on a regular basis and keep you fully informed. Should you not have Internet access, local radio stations have agreed to share information from the B&NES school closures website as part of their broadcasts. You might also like to phone a friend who has an Internet connection.

**Please note that parents will not be contacted individually.**

I sincerely hope that we will not need to use this system this week; however, it is always good to be prepared.

Miss Alice Brown

Head Teacher