



Sir Graham Balfour School

Member of Sir Graham Balfour Multi-Academy Trust

LDB/VM

9th January 2017

Dear Parent/Carer

School closure in the event of extreme adverse weather

Should we decide to close Sir Graham Balfour School in the event of **overnight** extreme adverse weather, we will –

- Place a message on the homepage of our website (www.sirgrahambalfour.co.uk) by 7.45 am on the day of closure.
- Inform the Local Authority who will display a list of school closures on the following website – www.staffordshire.gov.uk/education/schoolsandcolleges/emergencyclosures/schoolclosurelist/.

Even if other schools are affected, **if there is no closure notice on the above-mentioned websites by the time stated above, please assume we are open as usual.**

Should we decide to close Sir Graham Balfour School in the event of extreme adverse weather **during the school day**, we will –

- Place a message on the homepage of our website (www.sirgrahambalfour.co.uk)
- Send a text message to parents via the mobile phone number we have on record for each student.
- Email parents via the email address we have on record for each student.
- Ask students to use their mobile phones to contact parents to confirm that they can get home safely if released.
- Arrange for school buses to collect children and drive them to their usual drop-off points.

Should it be the case that a child needs to stay in school until a parent or carer is able to collect them, they will be supervised in the DAC Centre.

Yours faithfully

Mrs L Beck
Headteacher