



# Sir Graham Balfour School

Member of Sir Graham Balfour Multi-Academy Trust

11<sup>th</sup> January 2019

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](http://www.sirgrahambalfour.co.uk)) by 7.45 am on the day of closure.
- Place a message on our Facebook page.
- Inform the Local Authority who will display a list of school closures on the following website – <https://www.staffordshire.gov.uk/education/schoolsandcolleges/emergencyclosures/schoolclosurelist/schoolclosurelist.aspx>

Even if other schools are affected, **if there is no closure notice on the above-mentioned media 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](http://www.sirgrahambalfour.co.uk))
- Place a message on our Facebook page
- 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**