



12th January 2017

Dear Parents and Carers

Re: Severe weather

At this time of year and with a forecast of possible snow showers this evening, I thought it would be useful to clarify with you the school's procedure in the event of severe weather.

If, in the Headteacher's opinion, to open the school would not be in the best interests of the health and safety of students and staff, or if difficulty with transport networks means the school would be inadequately staffed, the school will remain closed. The following procedure will then apply to keep the school community informed:

1. A message will be placed on the front page of the school website to keep you informed of the status of the school. Please ask your child to check before setting out on their journey to school. This message will be updated regularly to keep you aware of plans for the following day.
2. A message will also be posted on the whole school message page on Fronter by 7am.
3. For those without access to the internet, please call the usual school number after 7am (**0208 863 0877**) where you will hear an automated message in the event that the school is closed due to severe weather.
4. It is expected that if the school remains open, all students attend as normal.

With regard to the **Year 7 Parents and Carers' Evening from 4 to 7pm today, this is still planned to go ahead**. Should plans change, we will put a message on the **school website**, so please be sure to **check** this before you leave home.

Yours faithfully

Louise Voden
Deputy Headteacher
Student Support

