



27.02.18

Dear Parents

With the winter weather upon us we would like to inform you of our Severe Weather Procedures should we have to close the school. Our school will only close if the weather is so bad that the majority of staff are unable to get to school or we could not meet the health & safety guidelines required to keep our school community safe. This decision is made in conjunction with the caretaker and you will be notified as early as possible.

If it snows heavily during the school day and the forecast is for continued snow, please collect your child **as soon as possible**. If it is not possible for you to pick up your child personally, please arrange for a friend or neighbour to collect your child. If neither of the above procedures are possible, please try and arrange for your child to go to a friend's house, which is within walking distance of the school, until you can pick your child up later. I will always stay at school until all children are safely collected.

Information will be available on our website www.stmichaelsacademy.co.uk

Local radio stations, **Breeze FM (105.6fm)** and **Heart FM (95.5fm)**, will announce our decision and we will send messages via Class Dojo and School Comms.

Please ensure that your contact details are correct as this information is vital for us to be able to contact you.

The policy of the school is to remain open where possible but the safety of our staff and pupils is paramount.

Yours sincerely

Matt Vella
Head Teacher
St Michael's Academy