

**31<sup>st</sup> January 2008.**

**Dear Parent/Guardian,**

**I am writing to inform you of the school policy and procedure should the school have to close due to poor weather conditions.**

**In the event of inclement weather you may contact the school after 7.30am to ascertain if the school will be open, or you can contact both BBC Essex Radio (103.5FM) and Time FM (107.5FM) who will issue updates of school closures. We will also endeavour to contact parents with a text message. The number contacted will be the first contact number on our database. It is important that you inform the school of any changes to your mobile phone number. This is a method which has not been tried previously.**

**The personal safety of your child is as always, a priority for our school community.**

**Thank you for your continued support and co-operation.**

**Yours sincerely,**

**K. Wilson  
Headteacher**