**EMERGENCY PROCEDURE IN CASE OF SCHOOL CLOSURE DUE TO SEVERE/ADVERSE WEATHER OR OTHER UNFORESEEN CIRCUMSTANCES**

In the event of adverse weather or other circumstances we will always do our best to keep the school open, however, if a school closure is necessary the information below sets out how we will inform you of this.

1. Please check the following link for closure information:

<http://www.essex.gov.uk/Education-Schools/Schools/Dates/Pages/Emergency-School-Closures.aspx>

2. Please check the school website – www.ghyllgroveprimaryschool.co.uk – for information and updates.

3. Text messaging will be used (please ensure we always have your up to date phone number).

We would like to take this opportunity of advising you that a number of our staff live in rural areas which are often more adversely affected by snow, ice etc. A number of our staff are also parents and can be affected by school closures in their local areas with the impact this has on their child care arrangements.

In the event of adverse weather we do have to take account of the number of staff who can get to school and if we are likely to have sufficient staff to safely look after the children and provide basic requirements on site, this includes provision of food, medical care (particularly for those children with higher level medical needs) and toilet and cleaning facilities.