



**Pittville School**  
Cheltenham

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**Headteacher** Richard Gilpin

4th January 2017

Dear Parent/Carer

### **Arrangements for Emergency Closure due to Extreme Weather Conditions**

As we go through the winter months, the possibility of extreme or deteriorating weather conditions continues. I thought it was appropriate to write and remind parents of the procedures for closing the school should that be necessary. School will remain open unless you hear otherwise via the school website, text message, email, twitter or local radio. Closing the school is not a decision I will ever take lightly.

Teaching and Learning is the main focus at this school. We want our students in lessons. I would like you to know that we will do all we can to keep the school open. However, we also have to consider the welfare of both our staff and students. The procedure is as follows:

#### **Day Closure – before the start of school**

Following a site inspection, consideration of the road and weather conditions in the catchment area and the forecast, if necessary, a decision to close the school will be made by 6.45am.

- The Local Authority is informed and the closure will be on the county website.
- ([www.glosclosedschools.com](http://www.glosclosedschools.com) or [www.glosclosedschools.co.uk](http://www.glosclosedschools.co.uk))
- Local radio stations are informed as a result of informing the Local Authority.
- The closure will be put on our school website [www.pittville.gloucs.sch.uk](http://www.pittville.gloucs.sch.uk) and there is a link to the county website.
- Parents/carers who have given us a mobile contact number will receive an email or text.

#### **Emergency Closure – During the school day**

We have an Emergency Closure Procedure which comes into effect in the event of severe weather (such as flooding or snow etc.) or any other event (e.g. loss of water, heating or power etc.) which may lead to early closure of the school during the day.

Again our main priorities will be to keep students and staff safe while on site, to safely evacuate students and staff, in line with the conditions, and to keep parents informed.

In these circumstances, we take advice from Gloucestershire County Council and from transport providers. If a decision is made to close the school, county and local radio stations are informed; information will be on our website, and a text or email sent to parents/carers.

When the weather is clearly bad, I would like to ask that parents and carers stay vigilant – please listen to the local radio and check the school and County website.

#### **What you need to do now**

All parents and carers need to make sure that we have correct mobile numbers and email addresses so you will receive texts or emails from the school. Finally, please make sure your children have a good breakfast, wear a warm coat, hat and gloves.

Thank you very much for your support.

Yours sincerely

R Gilpin  
Headteacher